ACCOUNTS PAYABLE

USER'S

MANUAL

Version 4.0
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INTRODUCTION

The purpose of this manual is to assist in accessing and utilizing information in the Accounts Payable section of Financial Accounting Management Information System (FAMIS). FAMIS is an accounting system that responds to financial regulations applicable to educational institutions. All applications access a common database that allows different users to access identical information. Other applications include Financial Accounting, Accounts Payable, Accounts Receivable, Purchasing, Fixed Assets and Sponsored Research. Manuals for these applications are being developed or are currently available.

The materials are grouped according to Accounts Payable functions. All associated screens and processing information are included along with field descriptions.

By utilizing the information and guidelines contained in this manual, a user should be able to access vendor information, and to create / modify vouchers, vendors and credit memos.

The FAMIS User Manuals are in a constant state of revision, due to screen updates, changes in procedures, or any one of a multitude of reasons. If you would like to make suggestions or call attention to errors, please contact us at (979) 458-6450, or copy the page with the error, note the correction or suggestion and send it to:

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Accounts Payable
Menu Screens

The Accounts Payable menu screens provide access to the screens necessary to process vouchers including vendor and batch information. These menus also provide inquiry for all Accounts Payable documents.

Menu M10 - Accounts Payable System Menu

```
  M10 Accounts Payable System Menu                                  05/09/03 14:01
                                                                     FY 2003 CC 02
  Screen: ___

        * ------ Accounts Payable --------------- *

           M21  Vendor Information Menu

           M11  A/P Inquiry and Vendor Menu
           M12  A/P Voucher Update Menu - Part 1
           M13  A/P Voucher Update Menu - Part 2

           M18  A/P 1099/W2 Menu
           M19  Reconciliation

           M50  ACH System Menu




Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp
```

Menu M11 - Accounts Payable Inquiry and Vendor Menu

```
  M11 Accounts Payable Inquiry and Vendor Menu                      05/09/03 14:04
                                                                     FY 2003 CC 02
  Screen: ___  Vendor: ___________  Voucher: _______

 *------- Vendor Information ------*  *------- Voucher Inquiry ----------*
  M21  Vendor Information Menu         160  Invoices by Vendor Inquiry
                                       161  Voucher Inquiry by Voucher Nbr
  171  State Hold ID Search            162  Voucher Inquiry by Vendor
  172  State Hold Name Search          163  Voucher Inquiry by Acct, Dept Ref
  173  State HUB ID Search             164  Voucher Inquiry by PO Number
  174  State HUB Name Search           165  Outstanding Voucher Inquiry
  175  Vendors Held by Agency          166  Pending Voucher Inquiry
                                       167  Voucher Inquiry by Dept. Ref
 *------- Batch Information -------*   168  Voucher Total Inquiry
  124  Session/Batch Header List       169  Voucher Line item Inquiry
  127  Transaction Inquiry by Batch    170  Voucher Inq. by Alt. Vendor
                                       178  Vouchers by Reconciliation Bank
 *------- Check Inquiry -----------*
  177  Check List                     *---------- Other Menus ----------*
  185  Outstanding Check List          M18  1099/W2 Menu
  186  Vouchers by Check Inquiry
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp
```

Menu M12 - Voucher Update Menu - Part 1

```
  M12 Voucher Update Menu - Part 1                                05/09/03 14:04
                                                                   FY 2003 CC 02
  Screen: ___  Vendor: ___________  Voucher: _______

 *-- Regular & Prepaid Vouchers --*    *-------- Pending Vouchers ---------*
  104  Voucher Create                   111  Pending Voucher Create/Mod
  105  Voucher Header Modify            112  Pending Voucher Create/Mod
  106  Unpaid Voucher Drop                   with P.O. Numbers
  107  Voucher Line Item Mod w/o Actg   113  Post a Range of Pending Vouchers
  118  Voucher Line Item Mod w/Actg     114  Pending Interest Voucher Modify
  125  Voucher Amount Modify            115  Pending State Interest Create/Mod
                                        131  Preview Flag Reset
  110  Void Check
  117  Void FAMIS Trace Nbr            *---------- Credit Memos -----------*
  146  Void State Voucher               108  Credit Memo
  147  State Voucher Partial Void       116  Prepaid Credit Memo

  109  Prepaid Voucher Create/Mod
  119  Prepaid Voucher Amount Mod      *---------- Other Menus ------------*
                                        M13  Voucher Update Menu - Part 2
  130  AP Batch Initialize              M18  1099/W2 Menu
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp
```

M13 - Voucher Update Menu - Part 2

```
  M13 Voucher Update Menu - Part 2                                05/09/03 14:05
                                                                   FY 2003 CC 02
  Screen: ___  Vendor: ___________  Voucher: _______


                   *-------- Revolving Vouchers ---------*
                      134  Revolving Voucher Create
                      135  Revolving Voucher Amount Modify
                      136  Revolving Voucher Drop
                      137  Void Revolving Check
                      139  Prepaid Revolving Voucher
                      149  Prepaid Revolving Amount Modify
                      126  Revolving Check Receipt

                   *-------- Change Source of Funds -----*
                      141  Chg. Src. State to State
                      142  Chg. Src. Local to Local
                      148  Chg Loc to St / St to Loc



Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp
```

ACCOUNTS PAYABLE

PROCESSES

Check and Voucher Cycle Processing

Local Check Cycle

The purpose of the **check print cycle** is to prepare and print checks for payment of goods and services. Voucher records are not updated with the check information until the check update cycle is run.

- The check print program collects all voucher records due each vendor, combines the amounts and writes a check.
- Check stub contains the itemized description or invoice number for each check.

The purpose of the **check update cycle** is to update the files to record payment by check or a voucher.

- Updates the voucher record with the check number and date, the vendor record with the check number and date.
- If an invoice was entered on the voucher, the invoice record is updated with the check number and date.
- Currently, check updates are processed the night after the check print program is run.

The daily processing cycle will produce one check for each separate voucher for a single vendor. Checks will be produced even if the voucher total is zero (0). The register will show *VOID ZERO* to signify a check was written but voided.

Separate Checks

There are various ways to produce a separate check:

1. Enter a '9' in the Type: field.
   TC=149

2. Enter a '2' in the Type: field.
   TC=142

3. Enter a value (other than 'V' or 'Z') in the Enclosure Code: field.
   (Enclosure codes of 'V' or 'Z' separate out in sort, but no separate check is produced.)

   NOTE: Separate checks with enclosure codes are sorted by voucher number within the enclosure code.

The following will also produce separate checks:

Checks created from revolving vouchers (TC=147).
Checks for change source of funds processes (TC=148).
Credit memos (TC=159).

State Voucher Cycle

The **state voucher cycle** is run at the same time the check cycle is run.

- The **voucher print cycle** prepares the state purchase vouchers and multi-vendor vouchers for payment from state cost centers for the purchase of goods and services.
- Each voucher prints separately in voucher number sequence.
- The voucher number submitted to the state is the same number assigned by FAMIS when the voucher was entered.

The **state voucher update cycle** updates the files to record payment by voucher.

- Updates the vendor record with the date, the voucher with the date and update the state voucher print flag to 'Y'.
- Prints two (2) state voucher registers:
  1. State purchase vouchers
  2. Multi-vendor vouchers
- Currently, state voucher updates are processed the night after the state voucher print program is run.

Voucher Transactions

ACCOUNTING TRANSACTIONS POSTED IN FA FOR VOUCHERS ENTERED ONLINE

(NO DISCOUNT/TAX/CURRENCY CONVERSION)

Accrual Basis Accounting

TRANSACTION	VOUCHER	DEBIT ACCOUNT	CREDIT ACCOUNT	AMOUNT
06X	Regular Voucher	Expense Account	AP Liability 0xxxxx-2100	Gross
06X	Voucher Delete	AP Liability 0xxxxx-2100	Expense Account	Gross
06X	Credit Memo	AP Liability 0xxxxx-2100	Expense Account	Gross
06X	Credit Memo Delete	Expense Account	AP Liability 0xxxxx-2100	Gross

Check Void Accounting

TRANSACTION	VOUCHER	DEBIT ACCOUNT	CREDIT ACCOUNT	AMOUNT
04X	Check Void	Cash 0xxxxx-1100	Expense Account	Gross

Revolving Voucher Accounting

TRANSACTION	VOUCHER	DEBIT ACCOUNT	CREDIT ACCOUNT	AMOUNT
06X	Revolving Regular	Expense Account 120001-*	AP Liability 012000-2100	Gross
		Due from State 012000-1150 (credited when warrant deposited)	AP Liability 012000-2100 (cleared in check cycle)	Gross

** -- expense object code*

PrePaid Voucher – Cash Basis Accounting

TRANSACTION	VOUCHER	DEBIT ACCOUNT	CREDIT ACCOUNT	AMOUNT
04X	Prepaid Voucher	Expense Account	Cash 0xxxxx-1100	Gross

ACCOUNTING TRANSACTIONS POSTED IN FA STATE VOUCHER UPDATE CYCLE

(NO DISCOUNT/TAX/CURRENCY CONVERSION)

Accrual Basis Accounting

TRANSACTION	VOUCHER	DEBIT ACCOUNT	CREDIT ACCOUNT	AMOUNT
04X	Regular	AP Liability 0xxxxx-2100	Cash 0xxxxx-1100	Gross
04X	Credit Memo	Cash 0xxxxx-1100	AP Liability 0xxxxx-2100	Gross

Revolving Voucher Accounting

TRANSACTION	VOUCHER	DEBIT ACCOUNT	CREDIT ACCOUNT	AMOUNT
04X	Revolving Regular	AP Liability 0xxxxx-2100	Cash 0xxxxx-1100	Gross

FA TRANSACTIONS POSTED FOR CHECK UPDATE CYCLE

(NO DISCOUNT/TAX/CURRENCY CONVERSION)

Accrual Basis Accounting

TRANSACTION	VOUCHER	DEBIT ACCOUNT	CREDIT ACCOUNT	AMOUNT
04X	Regular	AP Liability 0xxxxx-2100	Cash 0xxxxx-1100	Gross
04X	Credit Memo	Cash 0xxxxx-1100	AP Liability 0xxxxx-2100	Gross

Revolving Voucher Accounting

TRANSACTION	VOUCHER	DEBIT ACCOUNT	CREDIT ACCOUNT	AMOUNT
04X	Revolving Regular	AP Liability 0xxxxx-2100	Cash 0xxxxx-1100	Gross

ACCOUNTING TRANSACTIONS FOR VOUCHERS WITH DISCOUNTS

FORMULA

Gross Amount X Discount % = Discount Amount

EXAMPLE

$1000.00 X .025 = $25.00

Accrual Basis Accounting

TRANSACTION	VOUCHER	DEBIT ACCOUNT	CREDIT ACCOUNT	AMOUNT
06X	Entered	Expense 120000-*	AP Liability 012000-2100	$1000.00 Gross
04X	Paid	AP Liability 012000-2100	Cash 012000-1100	$975.00 Net
06X	Paid	AP Liability 012000-2100	Discount Acct 150000-*	$25.00

* expense account code

FAMIS to USAS
Voucher Interface

Regular State Vouchers

Regular State vouchers entered in FAMIS will be sent to USAS (Uniform Statewide Accounting System) using USAS T-code 225. These vouchers will produce a payment (warrant or ACH) to the primary vendor.

Documents entered with a USAS document type of 'T' (IAP - interagency payments) will be excluded from the file transmitted to USAS.

Credit Memo State Vouchers

State vouchers can be entered on the FAMIS credit memo screen (Screen 108). These vouchers will be sent to USAS using USAS T-code 248. USAS will net the credit memo against the next payment to the vendor.

While this entry does not have to be on the same voucher as a regular state voucher, it seems that the best approach would be to enter the credit memo on the same FAMIS voucher number as a regular state voucher - with the net amount greater than zero. This will assure that the credit memo will be applied quickly in USAS.

State Vouchers with an Alternate Vendor

These vouchers are entered in FAMIS on Screens 104, 111 or 112 with the alternate vendor field filled in.

This type of entry will create a reimbursement type voucher to be sent to USAS. The transmission to USAS will be as follows:

- T-code 247 - will record the expense using the primary vendor ID.
- T-code 904 - will request payment to the alternate vendor.

Two examples:

- Payment is needed to a rental car agency for travel by an employee. The employee will be the primary vendor, and the rental car agency will be the alternate vendor.

- An advance was made to an employee in FAMIS using a clearing account. The travel has since occurred and reimbursement to the agency is needed. The employee will be the primary vendor and the agency will be the alternate vendor.

Revolving (Reimbursement) State Vouchers

These vouchers are entered in FAMIS on Screens 134, 111 or 112 with no alternate vendor. These vouchers will create a local check payable to the primary vendor.

This type of entry will create a reimbursement type voucher to be sent to USAS. The reimbursement will be to the agency using the agency vendor number from screen 822 in FAMIS.

The transmission to USAS will be as follows:

- T-code 247 - will record the expense using the primary vendor ID.
- T-code 904 - will request payment to the agency vendor.

Revolving (Reimbursement) State Vouchers with Alternate Vendor.

These vouchers are entered in FAMIS on Screen 134 with an alternate vendor filled in. These vouchers will create a local check payable to the alternate vendor.

This type of entry will create a reimbursement type voucher to be sent to USAS. The reimbursement will be to the agency using the agency vendor number from Screen 822 in FAMIS.

The transmission to USAS will be as follows:

- T-code 247 - will record the expense using the primary vendor ID.
- T-code 904 - will request payment to the agency vendor.

The only difference between this entry and a regular revolving voucher will be that the local check will be written to the alternate vendor. The reimbursement from the State will always be to the agency.

Prepaid State Vouchers

No State voucher should be entered on the prepaid voucher Screen 109. If a voucher needs to be entered in FAMIS, but should not be sent to the State Comptroller, usage of USAS document type 'T' is recommended. This document type will not be included in the transmission to the State Comptroller.

Prepaid Revolving State Vouchers

State vouchers can be entered on the prepaid revolving screen. This screen would normally be used if a vendor is to be paid with State funds, but a local revolving check has been written to pay the vendor and reimbursement from the State is needed. These vouchers will be transmitted to the State just like all other State vouchers (unless document type 'T' is used).

USAS DOCUMENT Types and Purchase Category Codes (PCC)

USAS document types currently allowed in FAMIS are as follows:

Document type 1 - use for Travel vouchers.
Document type 2 - use for Post Audit by TPBC purchase vouchers (PCC is required)
Document type 3 - use for Pre-Audit by TPBC purchase vouchers (PCC is required)
Document type 9 - use for Exempt from TPBC purchase vouchers
Document type T - use for interagency payments.

TBPC is the Texas Building and Procurement Commission.

Note: Type 'T' documents entered into FAMIS will not create a record in the file transmitted to USAS.

USAS State Requisition Number

The State requisition number is required in USAS on document types 2 and 3.

- For Document type 3, FAMIS will always transmit the State requisition number to USAS as entered on the voucher screens.

- For Document type 2, FAMIS will transmit the State requisition number to USAS if the number was entered on the voucher screen. If no requisition number was entered on the voucher screen, the voucher number will be sent as the state requisition number.

USAS Payment Distribution Type (PDT)

The USAS PDT code indicates how the vendor will be paid by the state. Following are the valid PDT codes in FAMIS.

Blank	Will default based on the TPIS vendor record. If vendor is set up as direct deposit, vendor will be paid direct deposit.
D	Direct Deposit. Do not combine documents for funds.
DD	Direct Deposit. Combine documents within a fund or document agency.
DF	Direct Deposit. Combine documents and funds within an agency.
DH	Direct Deposit. Warrant Hold.
H	Retain for Agency Pickup.
HD	Retain for Warrant Pickup. Combine documents within a fund or agency.
HF	Retail for Warrant Pickup. Combine documents and funds within an agency.
HH	Retail for Warrant Pickup. Warrant Hold.
R	Return to Agency. Do not combine documents and funds.
RD	Return to Agency. Combine documents within a fund or document agency.
RF	Return to Agency. Combine documents and funds within single document agency.
RH	Return to Agency. Warrant Hold.

USAS Program Cost Account (PCA) Override

This field on the voucher screens is used to override the PCA code that will be calculated for the account and object code on the voucher. Normally this will be used only with GL accounts, where no PCA can be calculated and the default one will be used.

If the PCA override has been used (PCA coded on the voucher line item) then the NACUBO sub-fund is always set to '1100'.

Descriptive Legal Text (LDT on FAMIS Screens)

This information provides a basis for the transaction being processed by providing a legal cite.

Program Cost Account (PCA)

PCAs for the current year expenditure activity for your agency is based on strategies that are set up on FAMIS Screen 840.

Screen 840 - Maintain USAS Strategy Table

```
840 Maintain USAS Strategy Table                                  05/09/03 14:09
                                                                   FY 2003 CC 17
Screen: ___  Appropriation Year: 2003  Starting High Acct: ______

     Acct   Acct  S/C  S/C
F    Low    High  Low  High   Goal Obj  Strat          Description
_   119900 119999 1000 9650   1990 2990 3802   E&G RESERVES_____________________
_   120310 120325 1105 1525   0031 0001 3701   OPERATIONS SUPPORT-IS____________
_   120310 120325 1710 1780   0031 0001 3701   OPERATIONS SUPPORT-IS____________
_   120310 120325 1925 1940   0031 0001 3701   OPERATIONS SUPPORT-IS____________
_   120310 120325 1961 9650   0031 0001 3701   OPERATIONS SUPPORT-IS____________
_   120393 120393 1955 1955   1990 2990 8913   ORP (6%)-AS_____________________
_   120393 120393 1956 1957   0031 0001 3701   ORP DIFFERENTIAL-AS_____________
_   120393 120393 1960 1960   1990 2990 3991   TRS-AS__________________________
_   120393 120393 1990 1990   1990 2990 3801   STATE PD BENEF__________________
_   120394 120394 1910 1920   1990 2990 8903   OASI-AS_________________________
_   120395 120395 1610 1610   0031 0001 3701   LONGEVITY-AS____________________
_   120396 120396 1910 1910   0031 0001 3705   SGIP-AS_________________________
_   120397 120397 1910 1945   0031 0001 3706   WCI-AS__________________________
_   120398 120398 1950 1950   0031 0001 3707   UCI-AS__________________________
********** More Data -- Press <ENTER> to View ********
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp
```

Program Cost Account Information Is Required by the State.

PCAs are automatically calculated by FAMIS using the strategy from Screen 840 as the first 4 digits and the converted function attribute from Screen 6 for that SL account and object defined by the expenditure. If FAMIS does not find a match from Screen 840, a default PCA of '89010' will be used. For example, the PCA for account 120310 and object code 1105 would be 30596. Refer to the chart on the next page for FAMIS conversion values for NACUBO function.

Screen 6 - SL 6 Digit Account (FSA)

```
006 SL 6 Digit Account (FSA)                                      05/09/03 14:10
                                                                   FY 2003 CC 17
Screen: ___  Account: 120310 ____ OFFICE OF THE PRESIDENT

Account Title: OFFICE OF THE PRESIDENT_____________   SA create enable: N
Resp Person: 999999999  SANDERS, WILLIAM D        Old Acct: 3310___________
        ABR Rule: 006      Map Code: 12000 Reporting Group: __
Bottom Line Cntl: Y  Deflt Cat Cntl: R   Deflt Cat Tol Pct: _______
  AFR Fund Group: 10     Fund Group: FG     Sub Fund Group:     Sub-Sub: __
Year-End Process: T   Year-End Acct: 1199601000   Function: 35  Sub-Fun: __
    Default Bank: 13013    Override: Y    Proj FYTD End Mo: 08 Aux Code: ___
 Alternate Banks: ***** _____ _____ _____ _____    Security: ______
      State Funds: Y    Appropriated: _                  ----SA Transactions---
          Dept    S-Dept Exec Div  Coll Mail Cd Stmt        Budget  Actual
  Primary: PRES_   _____   PR             J1010    Y   Expense: N      N
Secondary: _____   _____                  _____    _   Revenue: N      N

      Fund Source: __ ____________________________________________
       Long Title: Office of the President_________________
                   ____________________________________
   Account Letter: _   Setup Date: __________    TRS/ORP Exempt: _
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp       Next  CAcct CProj             Left  Right
```

NACUBO

If the PCA override has been used (PCA coded on the voucher line item) then the NACUBO sub-fund is always set to '1100'.

If the Account Fund Group is PL (Plant) then the account sub-fund is checked and the NACUBO sub-fund is set accordingly.

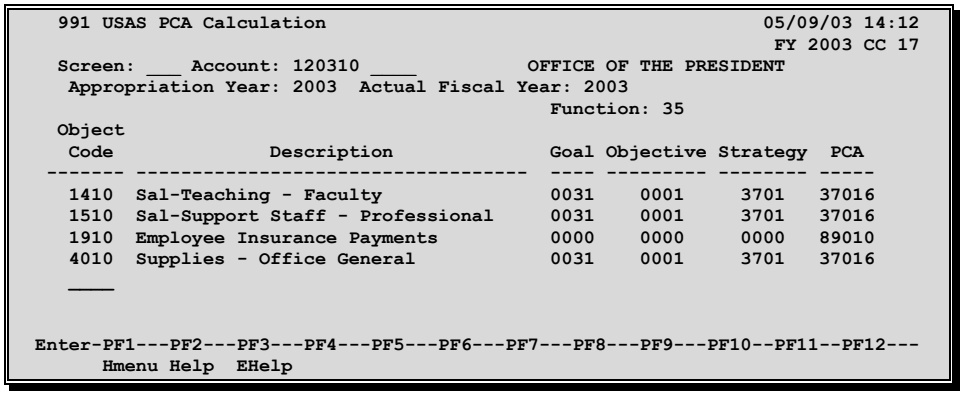
Account Sub-Fund	NACUBO Sub-Fund
UA or UU	6100
RR	6200
RI	6300
IP	6400
Any other value	6100 and an error message is returned

The other Account Fund Group values determine the NACUBO Sub-Fund.

Account Fund Group	NACUBO Sub-Fund
FG	1100
DS	1200
AX	1300
RS	2100
LN	3100
EN	4100
AN	5100
AG	7100
Any other value	1100 and an error message is returned

The FAMIS to USAS interface sends the calculated PCA code to the State. The calculated PCA is displayed on Screen 991.

Screen 991 - USAS PCA Calculation



```
991 USAS PCA Calculation                                    05/09/03 14:12
                                                             FY 2003 CC 17
Screen: ___ Account: 120310 ____          OFFICE OF THE PRESIDENT
 Appropriation Year: 2003  Actual Fiscal Year: 2003
                                             Function: 35
Object
 Code              Description              Goal Objective Strategy  PCA
------- ----------------------------------- ---- --------- -------- -----
 1410  Sal-Teaching - Faculty                0031    0001     3701   37016
 1510  Sal-Support Staff - Professional      0031    0001     3701   37016
 1910  Employee Insurance Payments           0000    0000     0000   89010
 4010  Supplies - Office General             0031    0001     3701   37016
 ____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp
```

ACCOUNTS PAYABLE

SESSION/BATCH

AUDIT

INFORMATION

Accounts Payable
Session/Batch Initialize

A real-time session is used to control the processing of data and to provide an audit trail. This provides the ability to check the actual entries made against the paperwork tally of the entries you intended to make. This balancing is a further opportunity to find errors in the entry of data into FAMIS. See the Session/Batch Processes below.

A session must be opened before any dollar transactions can be processed in real-time mode.

Screen 130 - AP Batch Initialize

```
130 AP Batch Initialize                                        05/09/03 14:14
                                                                FY 2003 CC 02
Screen: ___

        Session Reference: JAC001          Session Date: 05/09/2003
           Session Status: O                  Acct Feed: Y
                     Bank: 00001           Voucher Feed: Y
              Description: _____________________________________
           User ID Override: N

                          Batch Balancing Information

                  Transactions       Amount
   Expected Totals:  ____3        ________300.00   Receipts:              0.00
  Processed Totals:       0                0.00   Disburse:              0.00
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp
```

BASIC STEPS

- Before a session is opened, run a total of the transactions and amounts to be entered in the session. Later, when the session is closed, these totals are used to verify correct entry.
- Advance to Screen 130.
- Type a reference number in the Reference Number: field and an ‘O’ (open) in the Session Status: field.
- Type a date and description of the transactions in the batch.
- Type the bank number in the appropriate field.
- Enter the calculated total number of transactions and amounts in the Expected Totals: fields.
- Press <ENTER>. If there are no error messages advance to the screen desired to enter transactions.

SESSION/BATCH PROCESSES

All transactions processed within a session contain the session reference number and date. When the session is opened for the first time, the system creates a batch record that has this reference number and date. As transactions are processed, the system accumulates the number of transactions processed and the cumulative total (absolute, or 'HASH' total) of all dollars processed in the session. These control totals are displayed at the bottom of all the real-time updating screens. The batch record is not updated with the totals until the batch is closed.

Reopening A Session

A session may be opened and closed as many times as necessary throughout the day it is created. Each session record has a run date, which is the current CPU date. As long as the run date on the session and the CPU date agree, and an AP Check/Voucher Cycle has not been run, the session can be reopened.

Viewing A Session

To view Accounts Payable session and batch information, use inquiry Screens 124 and 127. Additional information may be seen using the AP batch summary listing, VBMR100, which is printed with the daily reports.

STEPS TO CLOSE A REAL-TIME SESSION

- Advance to Screen 130.
- Type in Session Reference and Date. Press <ENTER>.
- Type a 'C' (close) in the Session Status: field and press <ENTER>.

FIELD DESCRIPTIONS

Screen Information

Session Reference:	6 characters, 3 possibilities: (2 characters, 4 digits), (3 characters, 3 digits), (4 characters, 2 digits). Number of the session.	**Entry Required**
Session Date:	8 digits Date of the session.	**Entry Required**

FIELD DESCRIPTIONS, cont'd

Session Status: 1 character
O = opens the session.
C = closes the session.

Acct Feed: 1 character, field is protected at 'Y'
Y = Indicates that all voucher and credit memos will be fed to accounting.

Bank: 5 digits **Entry Required**
Number of the bank to open the session.

Voucher Feed: 1 character, field is protected at 'Y'
Y = Indicates that all transactions are fed to accounting based on the accrual method basis.

Description: 35 characters
Summary of transactions in the session.

User ID Override: 1 character
Y -allows opening of a session established by a different user identification on the same day.

Batch Balancing Information:

Receipts: 15 digits
The total amount of receipts entered in this session.

Disburse: 15 digits
The total amount of disbursements entered in this session.

Expected Totals:

Transactions: 5 digits
Expected number of transactions to be completed in this session.

Amount: 14 digits
Expected total amount of the transactions to be completed in this session.

Processed Totals:

Transactions: 5 digits
Number of transactions completed in this session.

FIELD DESCRIPTIONS, cont'd

Amount: 14 digits
Total amount of the transactions completed in this session.

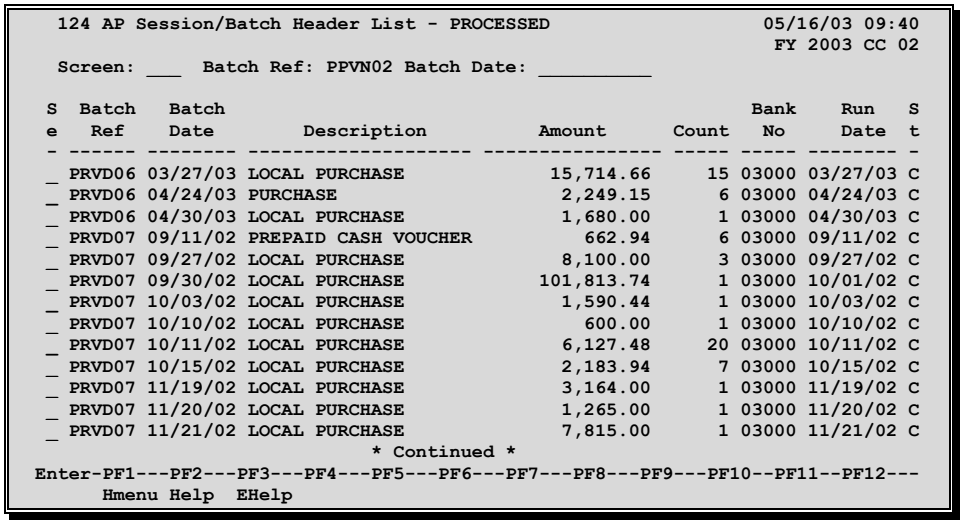
Additional Functions

PF KEYS See Appendix for explanation of standard PF Keys.

Session/Batch Header List

The session/batch header list, seen on Screen 124, displays summary information about the session/batches that were created for entry of accounts payable transactions. This screen lists the information in the session/batch entered on Screen 130.

Screen 124 - AP Session/Batch Header List



```
  124 AP Session/Batch Header List - PROCESSED                  05/16/03 09:40
                                                                 FY 2003 CC 02
  Screen: ___  Batch Ref: PPVN02 Batch Date: _________

 S  Batch   Batch                                                Bank    Run   S
 e   Ref    Date        Description          Amount      Count   No     Date  t
 - ------ -------- -------------------- ---------------- ----- ----- -------- -
 _ PRVD06 03/27/03 LOCAL PURCHASE            15,714.66     15 03000 03/27/03 C
 _ PRVD06 04/24/03 PURCHASE                   2,249.15      6 03000 04/24/03 C
 _ PRVD06 04/30/03 LOCAL PURCHASE             1,680.00      1 03000 04/30/03 C
 _ PRVD07 09/11/02 PREPAID CASH VOUCHER         662.94      6 03000 09/11/02 C
 _ PRVD07 09/27/02 LOCAL PURCHASE             8,100.00      3 03000 09/27/02 C
 _ PRVD07 09/30/02 LOCAL PURCHASE           101,813.74      1 03000 10/01/02 C
 _ PRVD07 10/03/02 LOCAL PURCHASE             1,590.44      1 03000 10/03/02 C
 _ PRVD07 10/10/02 LOCAL PURCHASE               600.00      1 03000 10/10/02 C
 _ PRVD07 10/11/02 LOCAL PURCHASE             6,127.48     20 03000 10/11/02 C
 _ PRVD07 10/15/02 LOCAL PURCHASE             2,183.94      7 03000 10/15/02 C
 _ PRVD07 11/19/02 LOCAL PURCHASE             3,164.00      1 03000 11/19/02 C
 _ PRVD07 11/20/02 LOCAL PURCHASE             1,265.00      1 03000 11/20/02 C
 _ PRVD07 11/21/02 LOCAL PURCHASE             7,815.00      1 03000 11/21/02 C
                          * Continued *
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp
```

BASIC STEPS

- Advance to Screen 124.
- Type the batch header code, if known, in the Batch Ref: field and press <ENTER>. The batch information will be displayed at the top of the list on the screen.

AP SESSION BATCH HEADER LIST PROCESSES

- Type an 'X' in the Sel: field and press <ENTER> to advance to Screen 127 and view detailed batch information.
- If the batch header code is unknown, press <ENTER> to access an alphabetized listing of all batches processed in the given fiscal year.

FIELD DESCRIPTIONS

Action Line Information:

Batch Ref:	6 characters/digits Enter a batch header reference number to place it at the top of the list displayed. This number.usually indicates the type of transactions entered.	**Entry Required**

FIELD DESCRIPTIONS, cont'd

Batch Date: 8 digits
Type the date of the batch reference number specified on the Action Line, or leave blank.

Screen Information:

Se: 1 character
Type an 'X' in this field to select a batch.

Batch Ref: 6 characters/digits
Designates individual batch header reference, usually indicating the type of transactions entered.

Batch Date: 8 digits
Date batch was entered.

Description: 20 characters
Describes the transactions within the batch.

Amount: 16 digits
Shows the total amount posted in the batch session selected.

Count: 5 digits
Displays the number of transactions posted in selected batch session.

Bank No: 5 digits
Indicates the bank number used on the session/batch open screen. The bank on the batch is not used for AP transactions.

Run Date: 8 digits
Designates the date the batch was run.

St: 1 character
Indicates status of the batch/session
C - Closed batch/session
O - Open batch/session

Additional Functions

PF KEYS See Appendix for explanation of standard PF Keys.

Transaction Inquiry
By Batch

Where Screen 124 provides summary totals for all batches, Screen 127 provides detailed information on each batch. If there are 50 transactions in one particular batch, this screen will display the 50 individual transactions with detailed information. The batch information shown below displays all the transactions entered in the batch that was selected with an 'X' on sample Screen 124.

NOTE: The Ref # column heading and information displayed is determined by the number entered in the Ref: field on the Action Line.

The "Offset Acct" column will change to "Bank" when the Bank Option:field is 'Y'.

Screen 127 - Transaction Inquiry by Batch (Panel 1)

```
  127 Transaction Inquiry by Batch                                  05/09/03 14:27
                                                                     FY 2003 CC 02
  Screen: ___ Batch Ref: ACH001 Date: 09/03/2002 Indirect Also: N Ref: 2
                                                 Dir/       Bank Option: N
   Account    TC  Ref 2   Date    Description  Ind    Amount      I Offset Acct
 ---------- --- ------- ----- ---------------- - --------------- - -----------
 011108 2210 048 3300001 09/03 LINCOLN NATIONAL D      26,646.52  D
 011107 2210 048 3300002 09/03 LINCOLN NATIONAL D      21,154.84  D
 011108 2210 048 3300003 09/03 TEACHERS INSURAN D     112,129.00  D
 011107 2210 048 3300004 09/03 TEACHERS INSURAN D      99,774.31  D
 011108 2210 048 3300005 09/03 VARIABLE ANNUITY D      93,913.08  D
 011107 2210 048 3300006 09/03 VARIABLE ANNUITY D      85,021.60  D
 011108 2210 048 3300007 09/03 JEFFERSON-PILOT  D       1,756.19  D
 011107 2210 048 3300008 09/03 JEFFERSON-PILOT  D       1,373.95  D
 011108 2210 048 3300009 09/03 METROPOLITAN LIF D      11,944.35  D
 011107 2210 048 3300010 09/03 METROPOLITAN LIF D      10,457.10  D
 011108 2210 048 3300011 09/03 ING LIFE INSURAN D      67,912.16  D
 011107 2210 048 3300012 09/03 ING LIFE INSURAN D      56,853.68  D
 011108 2210 048 3300013 09/03 THE*PRUDENTIAL I D         462.20  D
 011107 2210 048 3300014 09/03 THE*PRUDENTIAL I D         512.27  D
                            * Continued *
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp             View              Dload Left  Right
```

Screen 127 - Transaction Inquiry by Batch (Panel 2)

```
  127 Transaction Inquiry by Batch                                  05/09/03 14:28
                                                                     FY 2003 CC 02
  Screen: ___ Batch Ref: ACH001 Date: 09/03/2002 Indirect Also: N Ref: 2
                                                                Bank Option: Y
     Account       TC   Ref 2  Date    Description                      Amount
 ----------------- --- ------- ----- -------------------------- ---------------
 011108 00000 2210 048 3300001 09/03 LINCOLN NATIONAL LIFE INS       26,646.52
 011107 00000 2210 048 3300002 09/03 LINCOLN NATIONAL LIFE INS       21,154.84
 011108 00000 2210 048 3300003 09/03 TEACHERS INSURANCE AND ANN     112,129.00
 011107 00000 2210 048 3300004 09/03 TEACHERS INSURANCE AND ANN      99,774.31
 011108 00000 2210 048 3300005 09/03 VARIABLE ANNUITY LIFE INS       93,913.08
 011107 00000 2210 048 3300006 09/03 VARIABLE ANNUITY LIFE INS       85,021.60
 011108 00000 2210 048 3300007 09/03 JEFFERSON-PILOT LIFE INSUR       1,756.19
 011107 00000 2210 048 3300008 09/03 JEFFERSON-PILOT LIFE INSUR       1,373.95
 011108 00000 2210 048 3300009 09/03 METROPOLITAN LIFE INSURANC      11,944.35
 011107 00000 2210 048 3300010 09/03 METROPOLITAN LIFE INSURANC      10,457.10
 011108 00000 2210 048 3300011 09/03 ING LIFE INSURANCE AND ANN      67,912.16
 011107 00000 2210 048 3300012 09/03 ING LIFE INSURANCE AND ANN      56,853.68
 011108 00000 2210 048 3300013 09/03 THE*PRUDENTIAL INS CO OF A         462.20
 011107 00000 2210 048 3300014 09/03 THE*PRUDENTIAL INS CO OF A         512.27
                            * Continued *
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp             View              Dload Left  Right
```

BASIC STEPS

- Advance to Screen 127.
- Type the batch header code and date in the appropriate fields and press <ENTER>. The individual batch transactions will be displayed.

TRANSACTION PROCESSES

- The Ref: field can be changed to display values for References 1, 2, 3, and 4.
- To access a specific batch, advance to Screen 124 for the batch listings, type an 'X' beside the desired batch and press <ENTER>. This will display the selected batch information on Screen 127. When working with Support Accounts, Screen 127 provides the support account version of the same information by pressing PF11.
- Type 'Y' in the Bank Option: field to display the bank affected by the transaction. If 'N', columns will show the offset account number.
- Type 'Y' in the Indirect Also: field to also display the Indirect transactions.

FIELD DESCRIPTIONS

-- Panel 1 --

Action Line Information:

Batch Ref: 6 characters/digits — **Entry Required**
Type a batch header reference number to display the transactions in the batch. The batch number usually indicates the type of transactions entered.

Date: 8 digits — **Entry Required**
Indicate the date the batch was posted to the system or leave blank.

Indirect Also: 1 character
Type 'Y' to include the Indirect transactions.

Ref: 1 digit
Enter a value for the reference code entered (1, 2, 3 or 4).

Bank Option: 1 character
Type 'Y' to display the bank used when entering the batch transactions. If 'N' is entered, it will display the offset account.

Screen Information:

Account: 10 digits
Indicates the account affected by the transaction.

FIELD DESCRIPTIONS, cont'd

TC: 3 digits
Shows the transaction code, designating the type of transaction.

Ref _: 7 digits
Displays the reference code number entered on the Action Line.

Date: 4 digits
Shows the date the batch session was entered.

Description: 16 characters
Describes the transaction item.

Dir/Ind: 1 character
Indicates whether the transaction is D-Direct or I-Indirect. Indirects are only displayed if you type 'Y' on the Action Line in the Indirect Also: field.

Amount: 15 digits
Shows the amount of the transaction item.

I: 1 character
Indicates credit, debit or encumbrance liquidation (either P-Partial or F-Final).

Offset Acct Or Bank: 10 digits
Displays the offsetting account for direct double-sided transactions. Bank information will be shown if 'Y' is entered in the Bank Option: field on the Action Line.

-- Panel 2 --

Account: 15 digits
Shows the entire account number (including SA and SL numbers).

TC: 3 digits
Shows the transaction code, designating the type of transaction.

Ref: 7 digits
Displays the reference code, providing details about specified transactions.

Date: 4 digits
Shows the date the batch session was entered.

FIELD DESCRIPTIONS, cont'd

Description: 26 characters
Displays a complete description of the transaction item.

Amount: 15 digits
Shows the amount of the transaction item.

Additional Functions

PF KEYS See Appendix for explanation of standard PF Keys.

PF6
View View detail of transaction record.

```
+------------------------------------------------------------------------------+
|                                                                              |
|                 Display of Detailed Transaction Record                       |
|                                                                              |
|  09/03/2002 : LINCOLN NATIONAL LIFE INS CO         $26,646.52                |
|                                                                              |
|    TransCode: 048 -> 04X - Disbursement            Dir/Ind: D                |
|      Account: 011108 00000 2210   ORP STATE MATCHING                         |
|                                   Benefits Payable - Payroll                 |
|       Offset:                                                                |
|                                                                              |
| PO/Enc/Ref 1:              Cost Ref1:              Fiscal  Yr: 2003          |
|        Ref 2: 3300001                2:              Proc Month: 01          |
|        Ref 3:                        3:              Batch Date: 09/03/2002  |
|        Ref 4: 3300001           Bank: 03000         Batch  Ref: ACH001       |
| Vndr/Card Id: 19999999992                                                    |
|   Enc Obj Cd:                                                                |
| Ovrd Comp Cd:                                 Processed: 09/02/2002 19:51:47 |
| Liquidation Amt: 0.00                           User Id: K702FA              |
|                                                 Oper Id: BATCH               |
| Indirect Base Code:                             Term Id: STEP01              |
| Base Amount: 0.00              Internal Tracking Nbr: 18112871               |
|     PF3= Back to 127  PF4= Exit  PF6= Indirect Accts                         |
+------------------------------------------------------------------------------+
```

PF9
Dload Press to download the data through Entire Connection.

ACCOUNTS PAYABLE

VOUCHERS

&

CREDIT MEMOS

Create A
Regular Voucher

Vouchers are used to authorize payment to a vendor for goods or services rendered. See the Voucher Processes below for important information regarding vouchers.

An accounts payable batch session must be opened on Screen 130 before voucher processing. Steps to open a batch can be seen in the Accounts Payable Batch Information section.

FAMIS uses the term 'voucher' for both local and state funds. The bank used for the voucher differentiates state and local vouchers. Local banks begin with a 0; state banks begin with a non-zero number.

Screen 104 - Voucher Create

```
  104 Voucher Create              SHINE ON INDUSTRIES            05/09/03 14:30
                                                                  FY 2003 CC SA
Screen: ___ Vendor: 10200000000 Voucher: 0______ Default Cost Ref: N

         Type: 2            Dept. Ref. #: ________     Enclosure Code: _
 Invoice Date: 10/04/2001     Order Date: 10/01/2001       Due Date: __________
State Req Nbr: ___________       GSC Ord: _______
  Description: TASK LIGHT FOR OFFICE DESK_______________
               ____________________________________
  Cust AR NBR: SOI000010_____________  ACH Ovrd: _    Hold Flag: N
Discount Type: _          Disc. Code: __              Disc. Amt: ___________
   Alt.Vendor: ___________     W2/SSN: _________  Travel Hotel Zip: _________
USAS Doc Type: _             PCC Code: _                PDT Code: __
    LDT Codes: __ __ __ __ __ __                     IC: _  Reason: __
Cont Wk Force: _                                                    Dup
                    P.O.  Encumb  P/F/N         Comp.    Item       Inv
 Ln      Account   Number  Obj.  Liq Ind  Bank  Code    Amount    1099 Ovrrd
  1 270030 00000 4010 _______ ____    _     03102 7300 35.00_____  _    _
    Inv: _____________  PCA: _____   Cost Ref 1: _______ 2: _______ 3: _______
  Dates: Inv Rec: __________ Delv: __________ Req Pay: __________ IC: _ Rsn: __
 Transactions:      0 Amount:             0.00 Batch: JAC001 Date: 10/04/2001
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp ACH                          Multi Desc        Warns
```

BASIC STEPS

- Open a batch session on Screen 130.
- Advance to Screen 104.
- Type valid data in the fields available.
- Press <ENTER> to record the information.
- Close the session on Screen 130.

VOUCHER PROCESSES

The accounts (15 digit) on the voucher are **expensed** when the voucher transaction is entered. In addition, a **payable** is created in the mapped General Ledger account. The payable is reduced when the voucher is processed for printing.

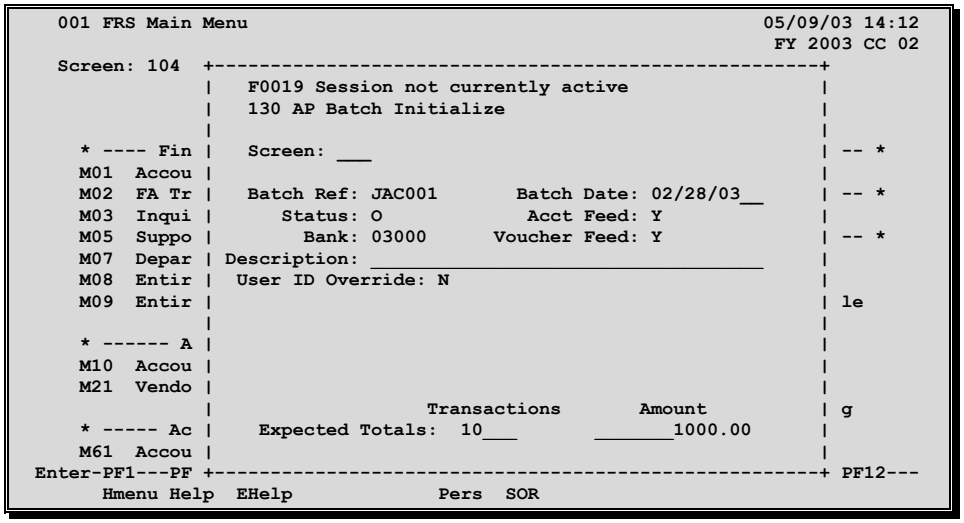
Vouchers are selected for payment based on the date in the **Due Date** field. This date determines the date on the check. If this field is left blank, the current date is used. At present, the regular voucher process is run nightly for most institutions. All vouchers will go into cycle the night before the due date so the printed check date will match the due date.

A **discount** entered on the voucher will not be realized until the check or state voucher is printed. If the check or state voucher is printed on or before the due date, the discount will be realized and transferred back to either the expense account or a separate discount account which is set up by each institution. (See Screen 822.)

Revolving vouchers are treated differently.
See the section on revolving vouchers for details.

A batch session must be opened before access to Screen 104 is allowed. If a session is not opened first, a pop-up window of Screen 130 will display requiring you to open a batch session before proceeding to Screen 104. Enter the appropriate information and press <ENTER> to advance to Screen 104.

Screen 001 - FRS Main Menu



TRANSACTION CODES

Vouchers have transaction codes of 140 to 149.
The following transaction codes ARE allowed:

TC = 140	Regular Voucher
TC = 141	Regular Voucher
TC = 142	Produces a Separate Check
TC = 149	Produces a Separate Check.

TC = 143	State Travel Vouchers (prints to a separate print set; this allows travel vouchers to be printed on plain paper, thereby not wasting a voucher form; FAMIS does not print a true Travel Voucher).

The following transaction codes are NOT allowed on this screen:

TC = 147	Revolving Voucher
TC = 148	Change Source of Funds

REGULAR VOUCHER PROCESSES

Automatic Voucher Numbering

To prompt FAMIS to automatically assign a voucher number, a valid prefix must be typed in the voucher field. FAMIS Services sets up valid prefixes on Screen 834 - Voucher Type Create and they can be viewed on Screen 835 - Last Voucher Number Used Table.

The steps for automatic voucher numbering are:

- Type a valid prefix in the Voucher: field.
- Press <ENTER> and begin entering voucher information.
- After final data acceptance, the assigned voucher number will be given in the message above the Screen: field, or in the pop-up screen visible by pressing PF3.

Due Date Processing

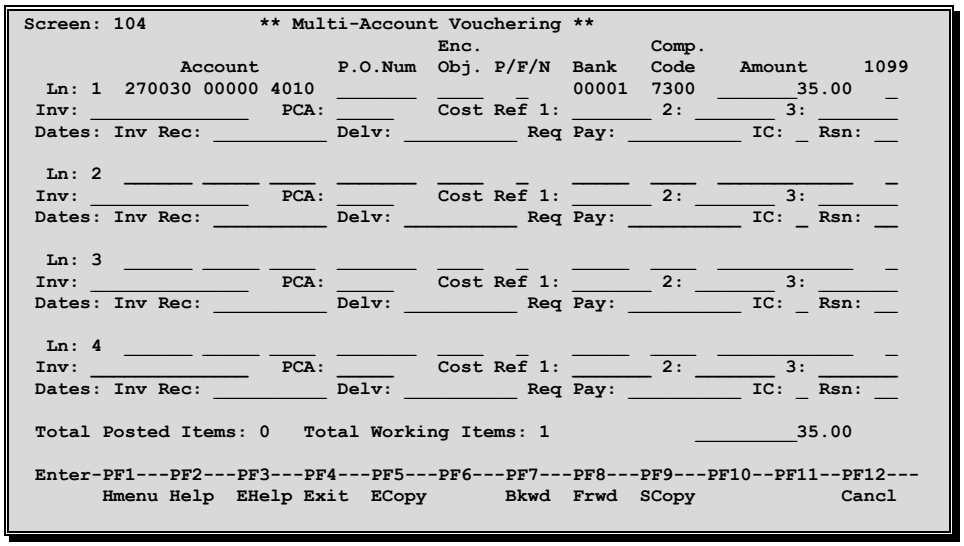
The Due Date: field determines the date on the check. The voucher will be pulled to cycle the day prior.

Tech Note: The DATETO parameter, usually set to APCYCLE, in the JCL is compared to the Due Date: field to determine if the voucher is pulled to cycle. APCYCLE pulls the voucher to cycle the night before and uses the Due Date on the check.

Creating a Single Voucher for Multi-Accounts

Before a voucher is accepted, a pop-up screen for Multi-Account Vouchering appears. Different accounts (15 digits) paying the same vendor can be charged with a single voucher. Since these accounts are input at the object code level, you have the choice of: (1) combining line items to the same object code to one line, or (2) entering each line item separately. Keep in mind you only can input one invoice number per line.

VOUCHER PROCESSES, cont'd


Screen: 104 ** Multi-Account Vouchering **
Account P.O.Num Enc. Obj. P/F/N Bank Comp. Code Amount 1099
Ln: 1 270030 00000 4010 00001 7300 35.00
Inv: PCA: Cost Ref 1: 2: 3:
Dates: Inv Rec: Delv: Req Pay: IC: Rsn:
Ln: 2
Inv: PCA: Cost Ref 1: 2: 3:
Dates: Inv Rec: Delv: Req Pay: IC: Rsn:
Ln: 3
Inv: PCA: Cost Ref 1: 2: 3:
Dates: Inv Rec: Delv: Req Pay: IC: Rsn:
Ln: 4
Inv: PCA: Cost Ref 1: 2: 3:
Dates: Inv Rec: Delv: Req Pay: IC: Rsn:
Total Posted Items: 0 Total Working Items: 1 35.00
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp Exit ECopy Bkwd Frwd SCopy Cancl

To **copy a line**, place the cursor anywhere on the line to be copied and press PF9.
To access up to twenty **more lines**, press the PF8 key.
To scroll backward through the entries, press PF7.

To return to Screen 104, press <ENTER> or PF4.
To cancel entry on the multi account screen, press PF12.

Multi-Account Encumbrance Liquidation

Multi-account vouchers can liquidate from different purchase order numbers, one for each line of the voucher.

Vouchers can liquidate one purchase order number on multiple lines. However, if the total of all lines will drive expenses over the encumbered amount, you must input the P/F/N Liq. Indic: field with the following values:

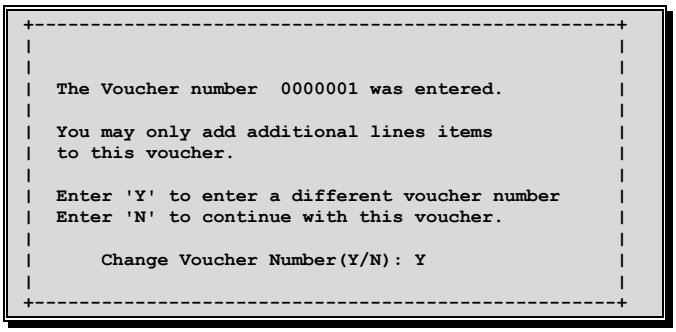
- Type 'F' on the multi-account line that finalizes the liquidation.
- Then, 'N' on all of the remaining multi-account lines.

Multi-Account Vouchers -- More Than 20 Lines / Accounts

If more than 20 lines or accounts are needed on the voucher, additional lines / accounts, up to a total of **60**, may be entered on a **subsequent voucher** using the same voucher number.

Enter the first 20 accounts on Screen 104 using the multi-account window; noting the assigned voucher number upon acceptance of these lines.

Re-enter the newly created voucher number in the Voucher Number: field and press <ENTER>. This process will allow you to continue adding lines to the previously created voucher. The following pop-up window appears after you have entered accounts in the multi-account vouchering window and pressed <ENTER>. Enter 'N' to continue.


The Voucher number 0000001 was entered.
You may only add additional lines items
to this voucher.
Enter 'Y' to enter a different voucher number
Enter 'N' to continue with this voucher.
Change Voucher Number(Y/N): Y

Additional Description

Use PF10 to enter additional description for the voucher. There are 11 total lines available for text entry.

Correcting Regular Vouchers

You can only correct regular vouchers before the state voucher or check cycle has been run (usually done on a daily basis). In other words, you may access and change vouchers that have been entered, but not selected for processing in the print cycles.

For vouchers that have entered the print cycles and need correction, you must wait until they are out of cycle, then delete and re-enter them correctly.

Prior to Print Cycles:

- Use Screens 105 or 125 to modify **both** state vouchers and local vouchers.

Post Print Cycles:

Local Vouchers:

- Use Screen 110 to **void** the check (this will automatically void the voucher).

State Vouchers

- Use Screen 146 to **void** the whole state voucher.
- Use Screen 147 to enter a **partial void** for state disallowance.

FIELD DESCRIPTIONS

Action Line Information:

Vendor: 11 digits — **Entry Required**
The number identifying the vendor to be paid.

Voucher: 7 digits — **Entry Required**
The number of the voucher to be created.

Default Cost Ref: 1 character
Enter 'Y' or 'N'.
Y = Displays the cost reference fields for entry.

Screen Information:

Type: 1 digit
The third digit of the transaction code, which indicates the type of voucher.

Dept. Ref. #: 7 digits
Reference #4 - Departmental voucher reference number.

Enclosure Code: 1 character — **? Help Available**
Code indicating enclosures may be included. This will force separate checks for local vouchers. Vouchers will be grouped by identical codes.
A = Auditor
Blank = Not specified
C = Comptroller
L = Local
S = Audit Services
Y = Yes, enclosures

Invoice Date: 8 digits — **Entry Required**
The date the invoice was issued. If the user wants the system to calculate the discount, the invoice date must be entered. This date must be before or equal to the date the voucher is entered.

Order Date: 8 digits
The date the order was placed. (Required for state vouchers.)

Due Date: 8 digits
This is the due date for the payment. This field determines when the voucher is processed for payment. See Voucher Processes section.

FIELD DESCRIPTIONS, cont'd

State Req Nbr: 11 digits
Requisition Number assigned by the State.

GSC Ord: 7 characters
TBPC (General Services Commission) defined code for purchase orders requiring their approval.

Description: 40 characters
A description of the voucher to be created.

Cust AR NBR: 25 digits
Customer Accounts Receivable number assigned to purchaser by vendor.

ACH Ovrd 1 character
Enter 'Y' to override the sending of ACH (Automated Clearinghouse) for a vendor. This keeps the routing information available. Checks will be created for the vendor until reset.

Hold Flag: 1 character **? Help Available**
N or Blank = No hold on voucher print.
Y = Do not print check/voucher.

Discount Type: 1 character **? Help Available**
D = Dollar value
P = Percent value
T = Code taken from Vendor record
V = Code based on Discount code
Blank = No discount applied

Disc. Code: 2 characters
Pre-defined discount codes.
Values can be viewed on Screen 808.

Disc. Amt: 11 digits
When used with discount type 'D', enter the dollar amount of the discount to be applied. When used with discount type 'P', enter the percent discount to be applied.

Alt. Vendor: 11 digits
Indicates the alternate vendor receiving payment.

FIELD DESCRIPTIONS, cont'd

W2/SSN: 9 digits
Identification number (Social Security number on W2 form) for employee if the voucher is for services (i.e., moving).

Travel Hotel Zip: 9 digits
The zip code of the hotel used for travel to determine percentage usage, and if the state discount rate is being utilized.

USAS Doc Type: 1 character
A USAS defined document type code that determines processing at the state.

PCC Code: 1 character **? Help Available**
A TBPC (GSC) defined Purchase Category Code that identifies various purchase types and associated payments.

PDT Code: 2 characters **? Help Available**
A USAS defined Payment Distribution Type code that identifies how transactions will be combined for warrants and direct deposits.

LDT Codes: 2 characters each **? Help Available**
USAS Descriptive/Legal Text that identifies up to 5 stamps to be put on a voucher.

IC: 1 character **? Help Available**
Identify the interest calculation procedure to be followed. Valid values are:

A = Accept Scheduling of Late Payment
BLANK = None
F = Force Interest Calculation
R = Refuse Interest Calculation

FIELD DESCRIPTIONS, cont'd

Reason: 2 characters **? Help Available**
Include the reason for interest exemption: Valid values are:

AD = Agency Discretion Exercised
AI = Automation Issue(s)
AP = Advance Payment
DP = Disputed Payment
DT = Direct Payment of Travel Expenses
FC = FED Contract/Terms Prohibit Pymt
GE = GSC Exemption Granted 7 Documented
MI = Mailing Instr On PO Not Followed
NI = No Invoice Received

Cont Wk Force: 1 character
Identify if this payment is to be flagged as a Contract Work Force Payment.

Line Item Information:

Ln: 2 digits
Line number of an item currently being entered on a voucher.

Account: 15 digits
The number of the account to be debited.

P.O. Number: 7 digits
The purchase order number. Also Reference #1.

Encumb Obj: 4 digits
Object code used when the encumbrance was created.

P/F/N Liq Ind: 1 character **? Help Available**
Shows the encumbrance liquidation indicator:
P = Partial liquidation
F = Full liquidation
N = No liquidation

Bank: 5 digits (nnnnn)
The number of the bank used for the voucher transaction. If blank, it will be the default bank assigned to GL or SL or SA account.

FIELD DESCRIPTIONS, cont'd

Comp. Code: 4 digits
State Comptroller Object Code (required for state vouchers). This will default from FAMIS object code.

Item Amount: 12 digits
The dollar amount for a specific item on a voucher.

1099: 1 character/digit **? Help Available**
Examples are:

Blank	=	Not Required			
F	=	Foreign Indiv - 1042S Reportable			
N	=	Not 1099	6	=	Medical and Health Care Payments
0	=	Crop Insurance			
1	=	Rents	7	=	Nonemployee Compensation
2	=	Royalties	8	=	Substitute Payments for Interest
3	=	Other Income			
4	=	Federal Income Tax Withheld	9	=	Direct Sales > $5000 For Resale
5	=	Fishing Boat Proceeds			

Dup Inv Ovrrd: 1 character
Indicate 'Y' = Allow creation of line item for previously entered invoice. (Duplicate Invoice Override)

Inv: 14 digits
The number of the invoice to be paid.

PCA: 5 digits
Program Cost Account code, a USAS required field used as a coding reduction field. Used to override the calculated PCA code. Should be used primarily on vouchers against GLs.

Cost Ref 1, 2, 3: 7 characters
Three fields to be used for cost reference accounting entries.

Dates:

Inv Rec: 8 digits
Enter the date the invoice was received. This must be (1) after or equal to the invoice date and (2) before or equal to the date the voucher is being entered.

FIELD DESCRIPTIONS, cont'd

Delv: 8 digits
Indicate the receiving (delivery) date for vouchers created via the Purchasing Module of FAMIS. When a voucher is created on Screen 345, the receiving date is picked up from the limited purchase received date or from the date of the receiving document for documents where a receiving document was created.

Req Pay: 8 digits
Include the date you request the State to pay the voucher.

IC: 1 character **? Help Available**
Identify the interest calculation procedure to be followed. Valid values are:

A = Accept Scheduling of Late Payment
BLANK = None
F = Force Interest Calculation
R = Refuse Interest Calculation

Rsn: 2 characters **? Help Available**
Include the reason for interest exemption: Valid values are:

AD = Agency Discretion Exercised
AI = Automation Issue(s)
AP = Advance Payment
DP = Disputed Payment
DT = Direct Payment of Travel Expenses
FC = FED Contract/Terms Prohibit Pymt
GE = GSC Exemption Granted 7 Documented
MI = Mailing Instr On PO Not Followed
NI = No Invoice Received

Current Batch Information:

Transactions: 5 digits
Number of transactions processed.

Amount: 20 digits
The total amount of the transactions processed.

FIELD DESCRIPTIONS, cont'd

Batch: 6 characters/digits
The current batch reference.

Date: 8 digits
Session date entered on the batch header.

Additional Functions

PF KEYS See Appendix for explanation of standard PF Keys.

PF4 ACH Displays the Automated Clearing House bank information if this is an ACH vendor.

PF9 Multi Allows additional line items to be entered for multi-account vouchering, if necessary.

PF10 Desc Provides space for a longer description to be entered.

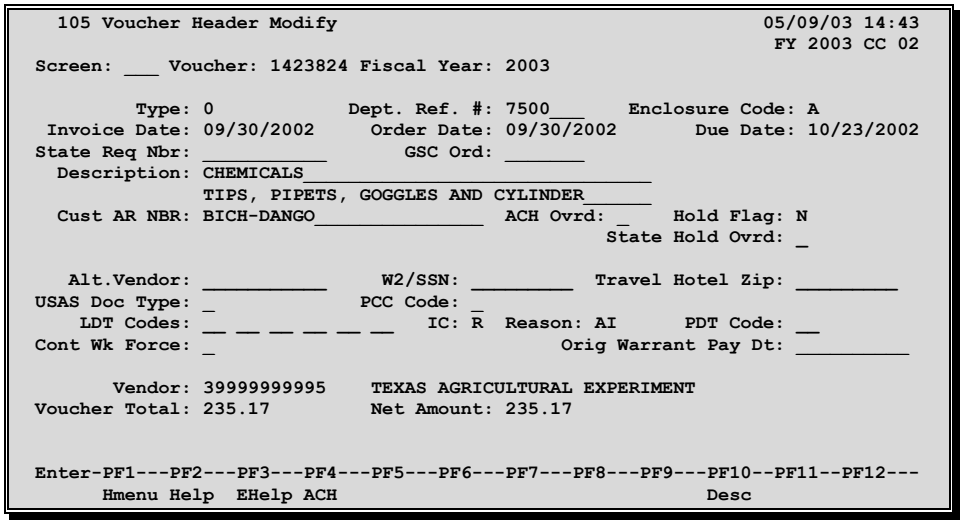
PF12 Warns Displays nonfatal warning messages.

Modify an Unpaid Voucher

You can correct an unpaid voucher using Screen 105 – but **only prior to the voucher being pulled for the check or state voucher print cycle**. This is useful if the data was entered incorrectly or when circumstances have changed since the voucher was created.

(See Correcting Regular Vouchers under the section on Screen 104 for other options.)

Screen 105 - Voucher Header Modify



```
  105 Voucher Header Modify                                    05/09/03 14:43
                                                                FY 2003 CC 02
Screen: ___ Voucher: 1423824 Fiscal Year: 2003

        Type: 0           Dept. Ref. #: 7500___    Enclosure Code: A
 Invoice Date: 09/30/2002    Order Date: 09/30/2002      Due Date: 10/23/2002
State Req Nbr: ___________       GSC Ord: _______
  Description: CHEMICALS_____________________________
               TIPS, PIPETS, GOGGLES AND CYLINDER______
  Cust AR NBR: BICH-DANGO_____________  ACH Ovrd: _    Hold Flag: N
                                                 State Hold Ovrd: _

   Alt.Vendor: ___________     W2/SSN: _________  Travel Hotel Zip: _________
USAS Doc Type: _             PCC Code: _
    LDT Codes: __ __ __ __ __ __   IC: R  Reason: AI      PDT Code: __
Cont Wk Force: _                          Orig Warrant Pay Dt: __________

      Vendor: 39999999995    TEXAS AGRICULTURAL EXPERIMENT
Voucher Total: 235.17        Net Amount: 235.17


Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp ACH                                    Desc
```

BASIC STEPS

- Advance to Screen 105.
- Type valid data in the fields available and press <ENTER> to modify the voucher.

VOUCHER MODIFY PROCESSES

Most of the fields displayed on Screen 105 can be changed prior to cycle. However, the following is also true:

These fields ***MAY NOT BE CHANGED -***

- Vendor number
- Voucher number
- Account number
- Most dollar data
- Invoice number
- P/F/N indicator
- Bank

If corrections need to be made to any of the preceding fields, you must drop the voucher or the line item on Screen 106 and then recreate it on Screen 104 with the correct information.

These fields ***MAY*** be changed, but using Screen 125 -

- Voucher Total
- Discount information

TRANSACTION CODES

Changes may be made to the Transaction Type: field, as long as the type of voucher is not changed. For example, the transaction type to process a regular voucher (TC=141) cannot be changed to a revolving process voucher (TC=147).

ACH OVERRIDE FLAG

Screen 105 allows the ACH Override flag to be changed on vouchers which have the "Original distribution date" set. This eliminates problems where (1) vendors were on state hold and (2) vouchers and credit memos summed to a negative amount in the ACH or Check Cycle. These ACH entries can now be overridden to produce a check.

FIELD DESCRIPTIONS

Action Line Information:

Voucher: 7 digits — **Entry Required**
Enter the number of the voucher to be modified.

Fiscal Year: 4 digits — **Entry Required**
The fiscal year the voucher was posted.

Screen Information:

Type: 1 digit
The third digit of the transaction code, which indicates the type of voucher.

> *Note: If the third digit of the transaction code is changed, the voucher type cannot be changed. For example, a regular voucher cannot be changed to a revolving voucher.*

Dept. Ref. #: 7 digits
Reference #4 - Departmental voucher number.

FIELD DESCRIPTIONS, cont'd

Enclosure Code: 1 character
Code indicating enclosures may be included. This will force separate checks for local vouchers. Vouchers will be grouped by identical codes.
Examples are:
A = Auditor
Blank = Not specified
C = Comptroller
L = Local
S = Audit Services
Y = Yes, enclosures

Invoice Date: 8 digits
The date the invoice was issued. If the user wants the system to calculate the discount, the invoice date must be entered. This date must be before or equal to the date the voucher is entered.

Order Date: 8 digits
The date the order was placed. (Required for state vouchers.)

Due Date: 8 digits
This is the due date for the payment. This field determines when the voucher is pulled to cycle for payment.

State Req Nbr: 11 digits
Requisition number given by the state.

GSC Ord: 7 characters
TBPC (General Services Commission) defined code for purchase orders requiring their approval.

Description: 35 characters
A description of the voucher to be modified.

Cust AR NBR: 25 digits
Customer Accounts Receivable number assigned to purchaser as a receivable by vendor.

FIELD DESCRIPTIONS, cont'd

ACH Ovrd 1 character
Enter 'Y' to override the sending of ACH (Automated Clearinghouse) for a vendor. This keeps the routing information available. Checks will be created for the vendor until reset.

Hold Flag: 1 character **? Help Available**
N or blank = No hold on voucher print.
Y = Do not print check/voucher.

State Hold Ovrd: 1 character
"Y" will override the State Vendor Hold and allow the line item to create a check.

Alt. Vendor: 11 digits
Alternate vendor receiving payment. The alternate vendor can be changed prior to the cycle.

W2/SSN: 9 digits
Identification number (Social Security number on W2 form) for employee if the voucher is for services (i.e., moving).

Travel Hotel Zip: 9 digits
The zip code of the hotels used for travel to determine percentage usage, and if the state discount rate is being utilized.

USAS Doc Type: 1 character
A USAS defined document type code that determines processing at the state.

PCC Code: 1 character **? Help Available**
A General Services Commission (GSC) defined Purchase Category Code that identifies various purchase types and associated payments.

LDT Codes: 2 characters each **? Help Available**
USAS Descriptive/Legal Text that identifies up to 5 stamps to be put on a voucher.

FIELD DESCRIPTIONS, cont'd

IC: 1 character **? Help Available**
Identify the interest calculation procedure to be followed. Valid values are:
A =Accept Scheduling of Late Payment
BLANK = None
F = Force Interest Calculation
R = Refuse Interest Calculation

Reason: 2 characters **? Help Available**
Include the reason for interest exemption: Valid values are:
AD = Agency Discretion Exercised
AI = Automation Issue(s)
AP = Advance Payment
DP = Disputed Payment
DT = Direct Payment of Travel Expenses
FC = FED Contract/Terms Prohibit Pymt
GE = GSC Exemption Granted 7 Documented
MI = Mailing Instr On PO Not Followed
NI = No Invoice Received

PDT Code: 2 characters **? Help Available**
A USAS defined Payment Distribution Type code that identifies how transactions will be combined for warrants and direct deposits.

Cont Wk Force: 1 character
Indicates that this payment is flagged as a Contract Work Force Payment.

Orig Warrant Pay Dt: 8 digits
Identifies the date the original warrant payment was issued.

Display Only:

Vendor: 11 digits
The number identifying the vendor to be paid.

Voucher Total: 15 digits
Gross amount of the voucher.

FIELD DESCRIPTIONS, cont'd

Net Amount: 20 digits
Net amount, after discount, of the voucher.

Additional Functions

PF KEYS See Appendix for explanation of standard PF Keys.

PF4 ACH Displays the Automated Clearing House bank information if this is an ACH vendor.

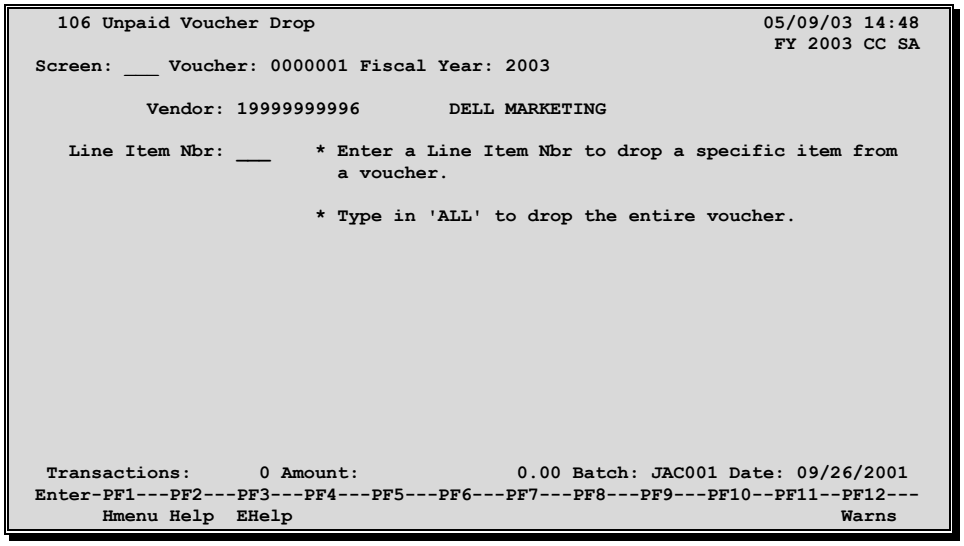
PF10 Desc Provides space for a longer description to be entered.

Drop an Unpaid Voucher

A voucher (or specific line items) may be dropped only ***before*** the state voucher or check print cycles. When the voucher (or line) is dropped, the reversing accounting entries are automatically created.

Screen 106 is used to drop vouchers created on Screens 104 and 108 ***before they are pulled into the check cycle and printed***.

Screen 106 - Unpaid Voucher Drop

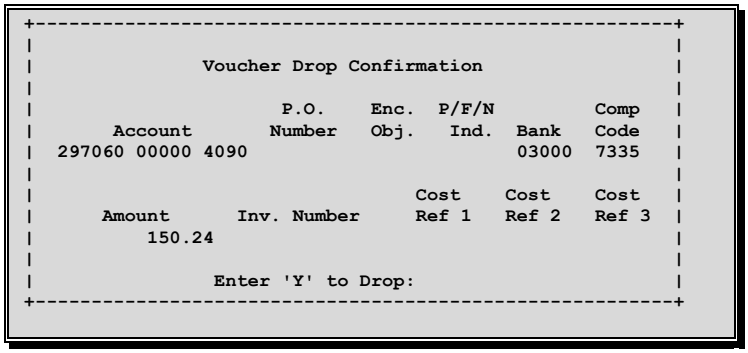

106 Unpaid Voucher Drop
05/09/03 14:48
FY 2003 CC SA
Screen: ___ Voucher: 0000001 Fiscal Year: 2003
Vendor: 19999999996 DELL MARKETING
Line Item Nbr: ___
* Enter a Line Item Nbr to drop a specific item from a voucher.
* Type in 'ALL' to drop the entire voucher.
Transactions: 0 Amount: 0.00 Batch: JAC001 Date: 09/26/2001
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp
Warns

VOUCHER DROP PROCESSES

Deleting A Single Line-Item from Multiple-Account Vouchers

When a multiple-account voucher requires modification, type the line item number to be deleted. (EX: for line item number 3, enter '003') In the pop-up window, enter: 'Y' to continue the drop process or 'N' to have the process aborted.

Screen 106 - Item Delete Pop-up Window


Voucher Drop Confirmation
P.O. Enc. P/F/N Comp
Account Number Obj. Ind. Bank Code
297060 00000 4090 03000 7335
Cost Cost Cost
Amount Inv. Number Ref 1 Ref 2 Ref 3
150.24
Enter 'Y' to Drop:

BASIC STEPS

- Open a session on Screen 130.
- Advance to Screen 106.
- Enter valid data in the Action Line fields. Press <ENTER>.
- To drop a single line item from an unpaid voucher, type a line item number in the line item field, and press <ENTER>.
- Type 'ALL' in the line item field to drop a voucher that has been distributed among more than one account, and press <ENTER>
- Once the pop-up window appears asking for confirmation of the drop, enter: 'Y' to continue the drop process or 'N' to have the process aborted.
- Close the session using Screen 130.
- Type 'ALL' in the Line Item Nbr: field and press <ENTER>.

Drop All Line Items On Multiple-Account Vouchers

In cases like these, all lines of the multi-account vouchers may be dropped with a single voucher drop transaction. This is only possible, however, if the same voucher number was used to create the multiple distributions. The system creates the appropriate accounting transactions for each account distribution that is dropped.

FIELD DESCRIPTIONS

Action Line Information:

Voucher: 7 digits — **Entry Required**
Enter the number of the voucher to be dropped.

Fiscal Year: 4 digits — **Entry Required**
Type the fiscal year the voucher was posted.

Screen Information:

Vendor: 11 digits
Displays the number identifying the vendor to be paid.

Line Item Nbr: 3 digits
Enter the line item number of a specific item on a voucher.

- Enter a Line Item Nbr to drop a specific item from a voucher. (Ex. for line item number 3, enter '003')
- Type in 'ALL' to drop the entire voucher.

FIELD DESCRIPTIONS, cont'd

Additional Functions

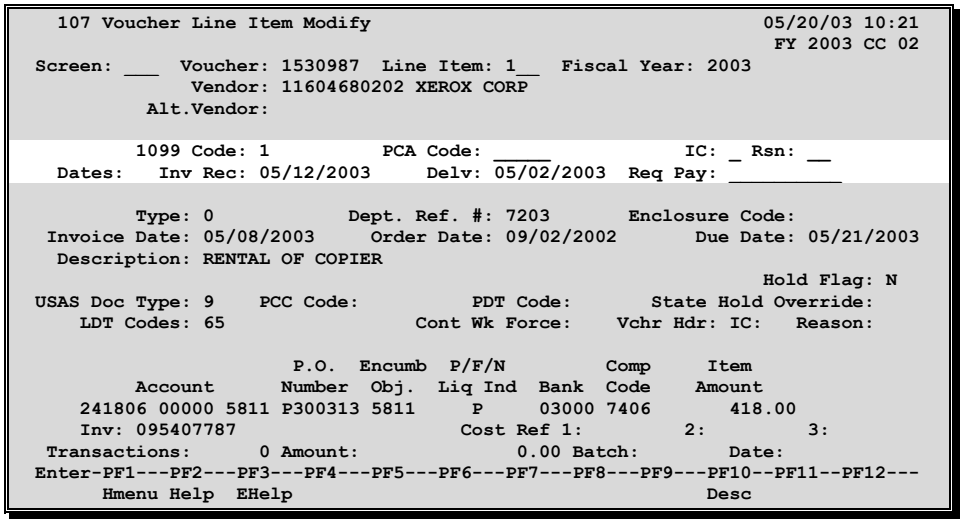
PF KEYS	See Appendix for explanation of standard PF Keys
PF12 **Warns**	Displays nonfatal warning messages.

Modify Voucher Line Item

Sometimes you need to modify some attributes on a line item on a voucher and Screen 107 allows you to modify certain fields.

The modifiable fields are highlighted in white on the screen below:

Screen 107 - Voucher Line Item Modify



```
  107 Voucher Line Item Modify                                  05/20/03 10:21
                                                                 FY 2003 CC 02
Screen: ___  Voucher: 1530987  Line Item: 1__  Fiscal Year: 2003
             Vendor: 11604680202 XEROX CORP
         Alt.Vendor:

        1099 Code: 1          PCA Code: _____            IC: _ Rsn: __
  Dates:   Inv Rec: 05/12/2003     Delv: 05/02/2003  Req Pay: _________

        Type: 0            Dept. Ref. #: 7203       Enclosure Code:
 Invoice Date: 05/08/2003     Order Date: 09/02/2002       Due Date: 05/21/2003
  Description: RENTAL OF COPIER
                                                                Hold Flag: N
USAS Doc Type: 9    PCC Code:          PDT Code:       State Hold Override:
    LDT Codes: 65                Cont Wk Force:    Vchr Hdr: IC:   Reason:

                      P.O.  Encumb  P/F/N         Comp     Item
        Account      Number  Obj.  Liq Ind  Bank  Code    Amount
    241806 00000 5811 P300313 5811     P     03000 7406       418.00
    Inv: 095407787                    Cost Ref 1:         2:         3:
 Transactions:      0 Amount:              0.00 Batch:        Date:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp                                      Desc
```

Fields to modify:

1099 Code	PCA code
IC (interest calculation)	IC Reason
Invoice Receive Date	Delivery Date
Requested Payment Date	

BASIC STEPS

- Open a session on Screen 130.
- Advance to Screen 107.
- Type valid data in the fields available and press <ENTER> to record the information.
- Close the session using Screen 130.

FIELD DESCRIPTIONS

Action Line Information:

Voucher:	7 digits Enter the number of the voucher to be modified.	**Entry Required**

FIELD DESCRIPTIONS, cont'd

Line Item: 3 digits **Entry Required**
Enter the line number of an item currently being entered on a voucher.

Fiscal Year: 4 digits **Entry Required**
Enter the fiscal year of the voucher to be modified. The default is the current fiscal year.

Vendor: 50 digits/characters
The number and name identifying the vendor to be paid.

Alt. Vendor: 50 digits/characters
The number and name identifying the alternate vendor to be paid.

1099 Code: 1 character **? Help Available**
Examples are:

Blank	= Not Required	6	= Medical and Health Care
N	= Not 1099 Reportable	7	= Non-employee Compensation
0	= Crop Insurance	8	= Substitute Paymt for Interest
1	= Rents	9	= Direct Sales > $5000 For Resale
2	= Royalties		
3	= Prizes and Awards		
4	= Federal Income Tax Withheld		
5	= Fishing Boat Proceeds		

PCA Code: 5 digits
Program Cost Account code, a USAS required field used as a coding reduction field. Used to override the calculated PCA code. Should be used primarily on vouchers against GL accounts.

IC: 1 character
Identify whether or not interest is to be calculated. Valid values include:

A =	=	Accept scheduling of late payment
BLANK	=	None
F =	=	Force interest calculation
R =	=	Refuse interest calculation

FIELD DESCRIPTIONS, cont'd

Rsn: 2 characters
Indicate the interest exempt reason. For example:
AD = Agency Discretion Exercised
AI = Automation Issue(s)
AP = Advance Payment
CD = Contract Date Exception
DP = Disputed Payment
DT = Direct Payment of Travel Expenses
ER = Employee Reimbursement
FC = FED Contract/Terms Prohibit Pymt
GE = GSC Exemption Granted & Documented
MI = Mailing Instr on PO Not Followed
NI = No Invoice Received
RD = Return Direct Deposit Reissue

DATES:

Inv Rec: 8 digits
Enter the date the invoice was received.

Delv: 8 digits
Identify the delivery date of the items purchased.

Req Pay: 8 digits
Include the requested payment date for the voucher.

Type: 1 digit
Enter the third digit of the transaction code, which indicates the type of voucher.

Dept. Ref. #: 10 digits
The departmental reference number.

Enclosure Code: 1 character
Indicates enclosures may be included. This will force separate checks.

Invoice Date: 8 digits
The date the invoice was issued. If the user wants the system to calculate the discount, the invoice date must be entered. This date must be before or equal to the date the voucher is entered.

Order Date: 8 digits
Shows the date the order was placed. (Required for state vouchers.)

FIELD DESCRIPTIONS, cont'd

Due Date: 8 digits
The date the remittance is due the vendor.

Description: 2 lines 50 characters each
Description of the items paid by the voucher.

Hold Flag: 1 character
N or Blank = No hold on voucher print.
Y = Do not print check/voucher.

USAS Doc Type: 1 character
This field is for a USAS defined document type code that determines processing at the state.

PCC Code: 1 character **? Help Available**
A General Services Commission (GSC) defined Purchase Category Code that identifies various purchase types and associated payments.

PDT Code: 2 characters **? Help Available**
Shows a USAS defined Payment Distribution Type code that identifies how transactions will be combined for warrants and direct deposits.

State Hold Override: 1 character
"Y" overrides the State Vendor Hold and allows the line item to create a check.

LDT Codes: 2 characters each **? Help Available**
USAS Descriptive/Legal Text that identifies up to 5 stamps to be put on a voucher.

Cont Wk Force: 1 character
Indicates that this payment is flagged as a Contract Work Force payment.

FIELD DESCRIPTIONS, cont'd

Vchr Hdr:

IC: 1 character **? Help Available**
Identify the interest calculation procedure to be followed. Valid values are:
A =Accept Scheduling of Late Payment
BLANK = None
F = Force Interest Calculation
R = Refuse Interest Calculation

Reason: 2 characters **? Help Available**
Include the reason for interest exemption: Valid values are:
AD = Agency Discretion Exercised
AI = Automation Issue(s)
AP = Advance Payment
DP = Disputed Payment
DT = Direct Payment of Travel Expenses
FC = FED Contract/Terms Prohibit Pymt
GE = GSC Exemption Granted 7 Documented
MI = Mailing Instr On PO Not Followed
NI = No Invoice Received

Account: 15 digits
The account number, sub account number, and the sub code used to pay the voucher.

P.O. Number: 7 characters/digits
The number assigned to the purchase order by Fiscal.

Encumb Obj: 4 digits
Object code used when the encumbrance was created.

P/F/N Liq Ind: 1 character
Encumbrance liquidation indicator**:**
P = Partial liquidation
F = Full liquidation
N = No liquidation

Bank: 5 digits
The number and name identifying the vendor to be paid.

FIELD DESCRIPTIONS, cont'd

Comp Code: 4 digits
Identifies the Comptroller code used by the state to track expenses.

Item Amount: 11 digits
Displays the dollar amount for a specific item on a voucher.

Inv: 10 characters/digits
The number of the invoice.

Cost Ref 1, 2, 3: 7 characters/digits
Three fields to be used for cost reference accounting entries.

Current Batch Information:

Transactions: 7 digits
Number of transactions processed.

Amount: 15 digits
The total amount of the transactions processed.

Batch: 6 characters/digits
The current batch reference number.

Date: 8 digits
Session date entered on the batch header.

Additional Functions

PF KEYS See Appendix for explanation of standard PF Keys

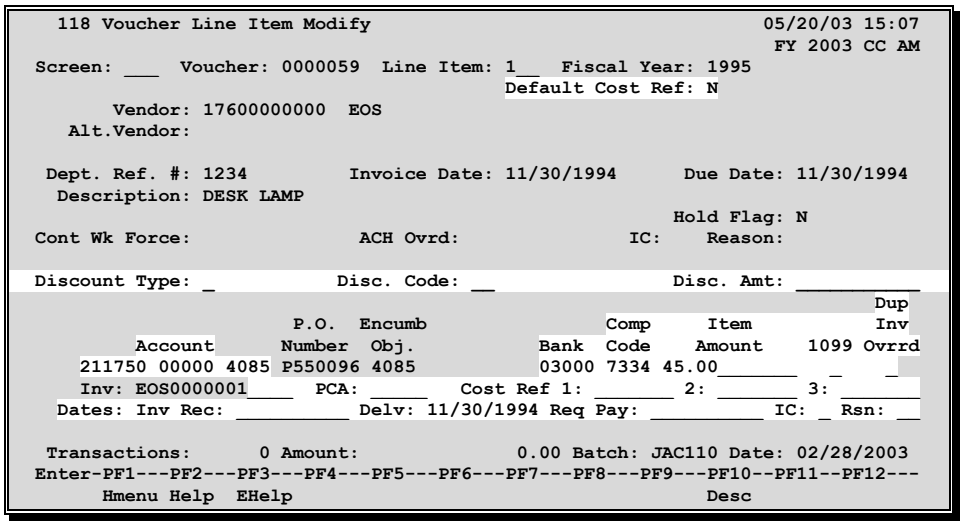
PF10 Desc Provides space for a longer description to be entered.

Voucher Line Item
Modify With Accounting

Screen 118 is used to modify certain voucher information that has accounting effect for a specific line item. This includes data related to discounts, dates, and banking information.

The modifiable fields are highlighted in white on the screen below:

Screen 118 – Voucher Line Item Modify


118 Voucher Line Item Modify 05/20/03 15:07
FY 2003 CC AM
Screen: ___ Voucher: 0000059 Line Item: 1__ Fiscal Year: 1995
Default Cost Ref: N
Vendor: 17600000000 EOS
Alt.Vendor:
Dept. Ref. #: 1234 Invoice Date: 11/30/1994 Due Date: 11/30/1994
Description: DESK LAMP
Hold Flag: N
Cont Wk Force: ACH Ovrd: IC: Reason:
Discount Type: _ Disc. Code: __ Disc. Amt: _____
P.O. Encumb Comp Item Dup Inv
Account Number Obj. Bank Code Amount 1099 Ovrrd
211750 00000 4085 P550096 4085 03000 7334 45.00_____ _ _
Inv: EOS0000001____ PCA: _____ Cost Ref 1: _____ 2: _____ 3: _____
Dates: Inv Rec: _____ Delv: 11/30/1994 Req Pay: _____ IC: _ Rsn: __
Transactions: 0 Amount: 0.00 Batch: JAC110 Date: 02/28/2003
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp Desc

The fields to modify are:

Discount Type	Discount Code	Discount Amount
Account	PO Number	Encumbrance Object
Bank	Comp Object	Item Amount
1099 Code	Duplicate Invoice Override	
Invoice Number	PCA Code	Cost Refs 1,2,3
Invoice Receive Date	Delivery Date	Requested Payment Date
Interest Calculation	IC Reason	

BASIC STEPS

- Open a session on Screen 130.
- Advance to Screen 118.
- Type valid data in the fields available and press <ENTER> to record the information.
- Close the session using Screen 130.

FIELD DESCRIPTIONS

Action Line Information:

Voucher: 7 digits — **Entry Required**
Enter the number of the voucher to be modified.

Line Item: 3 digits — **Entry Required**
Enter the line number of an item currently being entered on a voucher.

Fiscal Year: 4 digits — **Entry Required**
Enter the fiscal year of the voucher to be modified. The default is the current fiscal year.

Default Cost Ref: 1 character
Y or N
Y = display cost reference fields.

Screen Information:

Vendor: 50 digits/characters
The number and name identifying the vendor to be paid.

Alt. Vendor: 50 digits/characters
The number and name identifying the alternate vendor to be paid.

Dept. Ref. #: 4 digits
Shows the departmental voucher reference number.

Invoice Date: 8 digits
Displays the date the invoice was issued.

Due Date: 8 digits
Identifies the date the remittance is due to the vendor.

Description: 30 characters
Displays a description of the voucher item.

Hold Flag: 1 character
'Y' is used to hold a voucher from the check or state voucher cycle 'N' indicates voucher not held.

Cont Wk Force: 1 character
Indicates that this payment is flagged as a Contract Work Force payment.

FIELD DESCRIPTIONS, cont'd

ACH Ovrd: 1 character
Enter 'Y' to override the sending of ACH (Automated Clearinghouse) for a vendor. This keeps the routing information available. Checks will be created for the vendor until reset.

IC: 1 character **? Help Available**
Identify the interest calculation procedure to be followed. Valid values are:
A = Accept Scheduling of Late Payment
BLANK = None
F = Force Interest Calculation
R = Refuse Interest Calculation

Reason: 2 characters **? Help Available**
Include the reason for interest exemption: Valid values are:
AD = Agency Discretion Exercised
AI = Automation Issue(s)
AP = Advance Payment
DP = Disputed Payment
DT = Direct Payment of Travel Expenses
FC = FED Contract/Terms Prohibit Pymt
GE = GSC Exemption Granted 7 Documented
MI = Mailing Instr On PO Not Followed
NI = No Invoice Received

Discount Type: 1 character **? Help Available**
Enter the type of discount. Valid values are:
D = Dollar value
P = Percentage value
V = Code taken from Vendor
T = Code based on Discount code
BLANK = No Discount applied

Disc. Code: 2 characters
The field is used for pre-defined discount codes viewed on Screen 808.

FIELD DESCRIPTIONS, cont'd

Disc. Amt: 11 digits
When used with discount type 'D', the dollar amount of the discount to be applied. When used with discount type 'P', the percent discount to be applied.

Account: 15 digits
The account number, sub account number, and the sub code used to pay the voucher.

P.O. Number: 7 characters/digits
The number assigned to the purchase order by Fiscal.

Encumb Obj: 4 digits
Object code used when the encumbrance was created.

Bank: 5 digits
The number and name identifying the vendor to be paid.

Comp Code: 4 digits
Identifies the Comptroller code used by the state to track expenses.

Item Amount: 11 digits
Displays the dollar amount for a specific item on a voucher.

1099: 1 character/digit
Enter the appropriate code. For example:

A = Crop Insurance (After 1997)
Blank= = Not required
C = Gross Proceeds Paid to Attorney
F = Foreign Indiv – 1042S Reportable
N = Not 1099 Reportable
0 = Crop Insurance (Code Before 19
1 = Rents
2 = Royalties

Dup Inv Ovrrd: 1 character
Y = Allow creation of voucher for previously entered invoice. (Duplicate Invoice Override)

FIELD DESCRIPTIONS, cont'd

Inv: 10 characters/digits
The number of the invoice.

PCA: 5
Used to override the calced PCA code. Should be used primarily on vouchers against GL accounts.

Cost Ref 1, 2, 3: 7 characters/digits
Three fields to be used for cost reference accounting entries.

Dates:

Inv Rec: 6 digits
Enter the date the invoice was received. This must be (1) after or equal to the invoice date and (2) before or equal to the date the voucher is being entered.

Delv: 8 digits
Indicate the date items/services were received.

Req Pay: 8 digits
Include the date payment is required.

IC: 1 character **? Help Available**
Identify the interest calculation procedure to be followed. Valid values are:

A =Accept Scheduling of Late Payment
BLANK = None
F = Force Interest Calculation
R = Refuse Interest Calculation

Rsn: 2 characters
Include the reason for interest exempt. For example:

AD = Agency Discretion Exercised
AI = Automation Issue(s)
AP = Advance Payment
CD = Contract Date Exception
DP = Disputed Payment
DT = Direct Payment of Travel Expenses
ER = Employee Reimbursement

Transactions: 7 digits
Number of transactions processed.

FIELD DESCRIPTIONS, cont'd

Amount: 15 digits
The total amount of the transactions processed.

Batch: 6 characters/digits
The current batch reference number.

Date: 8 digits
Session date entered on the batch header.

Additional Functions

PF KEYS See Appendix for explanation of standard PF Keys

PF10 Desc Provides space for a longer description to be entered.

Create A
Credit Memo

Credit memos are used to record a credit issued by a vendor for the return of goods or services that have been previously invoiced or paid. Credit memos can be applied to vendors paid with **state *or* local** funds.

Normally, when a credit memo is created, a voucher number is automatically assigned, however, if you want **to apply the credit to a specific voucher**, type the voucher number in the Voucher: field on the Action Line.

Credit memos in **hold status** (hold flag turned on with a 'Y' in the Hold: field) are not considered when the vendor is paid.

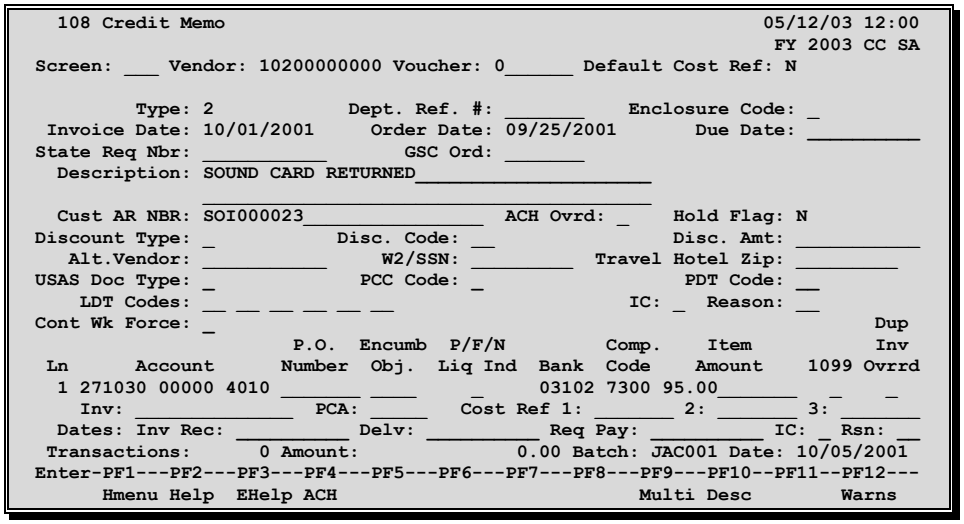
Line items on a credit memo cannot cross banks – the same bank must be used on all items.

Use of Enclosure Codes:

Please Note: **On credit memos DO NOT use enclosure codes or transaction code 159 because FAMIS tries to create a separate check and the credit will never apply to a voucher.**

To correct this situation, you may be able to use Screen 106 to delete the line item.

Screen 108 - Credit Memo



```
  108 Credit Memo                                                  05/12/03 12:00
                                                                    FY 2003 CC SA
Screen: ___ Vendor: 10200000000 Voucher: 0______ Default Cost Ref: N

        Type: 2            Dept. Ref. #: _______    Enclosure Code: _
 Invoice Date: 10/01/2001    Order Date: 09/25/2001       Due Date: __________
State Req Nbr: ___________       GSC Ord: _______
  Description: SOUND CARD RETURNED_____________________
               ____________________________________________
  Cust AR NBR: SOI000023_____________  ACH Ovrd: _    Hold Flag: N
Discount Type: _           Disc. Code: __                Disc. Amt: ___________
   Alt.Vendor: ___________     W2/SSN: _________  Travel Hotel Zip: _________
USAS Doc Type: _             PCC Code: _                 PDT Code: __
    LDT Codes: __ __ __ __ __ __                      IC: _  Reason: __
Cont Wk Force: _                                                          Dup
                    P.O.  Encumb  P/F/N          Comp.    Item            Inv
 Ln      Account   Number  Obj.  Liq Ind  Bank  Code    Amount    1099 Ovrrd
  1 271030 00000 4010 _______ ____     _     03102 7300 95.00_______  _    _
    Inv: _____________  PCA: _____   Cost Ref 1: _______ 2: _______ 3: _______
  Dates: Inv Rec: __________ Delv: __________ Req Pay: __________ IC: _ Rsn: __
 Transactions:      0 Amount:            0.00 Batch: JAC001 Date: 10/05/2001
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp ACH                          Multi Desc        Warns
```

BASIC STEPS

- Open a session on Screen 130.
- Advance to Screen 108.
- Type valid data in the fields available.
- Press <ENTER> to record the information.
- Close the session using Screen 130.

CREDIT MEMO PROCESSES

Credit Memos Applied to Checks

Credit memos are applied toward the next check generated for the vendor; however, they will not drive a check to a negative or zero amount. You can use multiple accounts on a credit memo, but not different banks.

The total of all credit memos is compared to the total of all vouchers to be paid to a specific vendor. If the credit memo total exceeds the voucher total, the system will not produce a check.

In the check cycle, credit memos are combined, if no enclosure codes are set, with other vouchers to produce the net amount.

Credit Memos Applied to State Vouchers

Credit memos for state vouchers are sent to the state by voucher number assigned.

Correcting a Credit Memo (Local Funds)

- Use Screen 104 to create an 'offset' voucher. Use the credit memo voucher number on the Action Line, do not let FAMIS automatically assign the voucher number.

Voiding a Credit Memo (State Funds)

- Use Screen 146 to void the credit memo.

TRANSACTION CODES

TC = 15x	Credit Memo
TC = 159	Force Separate Credit Memo (will not deduct from vouchers unless the credit memo is on the same voucher as the charges)

FIELD DESCRIPTIONS

Action Line Information:

Vendor: 11 digits — **Entry Required**
Enter the number identifying the vendor to be paid.

Voucher: 7 digits — **Entry Required**
Type the number of the voucher to be created.

Default Cost Ref: 1 character
Y or N
Y = Will display the cost reference fields for entry.

Screen Information:

Type: 1 digit
Enter the third digit of the transaction code, which indicates the type of voucher.

Dept. Ref. #: 7 digits
Reference #4 - Departmental voucher reference number.

Enclosure Code: 1 character **? Help Available**
Be careful using this field with credit memos. See previous section. Use this field for the code indicating enclosures may be included. This will force separate checks.

Invoice Date: 8 digits
The date the invoice was issued. If the user wants the system to calculate the discount, the invoice date must be entered. This date must be before or equal to the date the voucher is entered.

Order Date: 8 digits
Include the date the order was placed. (Required for state vouchers.)

Due Date: 8 digits
This field indicates the due date for the payment. This field determines when the voucher is pulled to cycle for payment.

State Req Nbr: 11 digits
The requisition number given by the State is typed in this field.

FIELD DESCRIPTIONS, cont'd

GSC Ord: 7 characters
TBPC (General Services Commission) defined code for purchase orders requiring their approval.

Description: 35 characters
Enter a description of the voucher to be created.

Cust AR NBR: 25 digits
This field indicates the customer Accounts Receivable number assigned to purchaser by vendor.

ACH Ovrd 1 character
Enter 'Y' to override the sending of ACH (Automated Clearinghouse) for a vendor. This keeps the routing information available. Checks will be created for the vendor until reset.

Hold Flag: 1 character **? Help Available**
N or Blank = No hold on voucher print.
Y = Do not print check/voucher.

Discount Type: 1 character **? Help Available**
Examples are:

D	=	Dollar value
P	=	Percent value
T	=	Code taken from Vendor record
V	=	Code based on Discount code
Blank	=	No discount applied

Disc. Code: 2 characters
The field is used for pre-defined discount codes.
Values can be viewed on Screen 808.

Disc. Amt: 11 digits
When used with discount type 'D', the dollar amount of the discount to be applied. When used with discount type 'P', the percent discount to be applied.

Alt. Vendor: 11 digits
Designate the alternate vendor receiving payment.

FIELD DESCRIPTIONS, cont'd

W2/SSN: 9 digits
Enter the identification number (Social Security number on W2 form) for employee if the voucher is for services (i.e., moving).

Travel Hotel Zip: 9 digits
Include the zip code of the hotel used for travel, to determine percentage usage, and if the state discount rate is being utilized.

USAS Doc Type: 1 character
This field is for a USAS defined document type code that determines processing at the state.

PCC Code: 1 character **? Help Available**
A General Services Commission (GSC) defined Purchase Category Code that identifies various purchase types and associated payments.

PDT Code: 2 characters **? Help Available**
Designate a USAS defined Payment Distribution Type code that identifies how transactions will be combined for warrants and direct deposits.

LDT Codes: 2 characters each **? Help Available**
USAS Descriptive/Legal Text that identifies up to 5 stamps to be put on a voucher.

Cont Wk Force: 1 character
Identify if this payment is to be flagged as a Contract Work Force Payment.

Line Item Information:

Ln: 2 digits
Enter the line number of an item currently being entered on a voucher.

Account: 15 digits
Include the number of the account to be debited.

P.O. Number: 7 digits
Type the purchase order number. Also Reference #1.

FIELD DESCRIPTIONS, cont'd

Encumb Obj: 4 digits
Object code used when the encumbrance was created.

P/F/N Liq Ind: 1 character **? Help Available**
Encumbrance liquidation indicator:
P = Partial liquidation
F = Full liquidation
N = No liquidation

Bank: 5 digits (nnnnn)
This field is used to enter the number of the bank used for the voucher transaction. If blank, it will be the default bank assigned to GL or SL or SA account.

Comp. Code: 4 digits
State Comptroller Object Code (required for state vouchers).

Item Amount: 11 digits
Type the dollar amount for a specific item on a voucher.

1099: 1 character/digit **? Help Available**
Examples are:
Blank = Not Required
F = Foreign Indiv - 1042S Reportable
N = Not 1099
0 = Crop Insurance
1 = Rents
2 = Royalties
3 = Other Income
4 = Federal Income Tax = Withheld
5 = Fishing Boat Proceeds
6 = Medical and Health Care Payments
7 = Nonemployee Compensation
8 = Substitute Payments for Interest
9 = Direct Sales > $5000 For Resale

Dup Inv Ovrrd: 1 character
Y = Allow creation of voucher for previously entered invoice. (Duplicate Invoice Override)

Inv: 14 digits
Enter the number of the invoice to be paid.

FIELD DESCRIPTIONS, cont'd

PCA: 5 digits
This field is used to enter the Program Cost Account code, a USAS required field used as a coding reduction field. Used to override the calculated PCA code. Should be used primarily on vouchers against GL accounts.

Cost Ref 1, 2, 3: 7 characters
Three fields may be used for cost reference accounting entries.

Dates:

Inv Rec: 6 digits
Enter the date the invoice was received. This must be (1) after or equal to the invoice date and (2) before or equal to the date the voucher is being entered.

Delv: 8 digits
Indicate the date items/services were received.

Req Pay: 8 digits
Include the date payment is required.

IC: 1 character **? Help Available**
Identify the interest calculation procedure to be followed. Valid values are:

A = Accept Scheduling of Late Payment
BLANK = None
F = Force Interest Calculation
R = Refuse Interest Calculation

Rsn: 2 characters **? Help Available**
Include the reason for interest exemption: Valid values are:

AD = Agency Discretion Exercised
AI = Automation Issue(s)
AP = Advance Payment
DP = Disputed Payment
DT = Direct Payment of Travel Expenses
FC = FED Contract/Terms Prohibit Pymt
GE = GSC Exemption Granted 7 Documented
MI = Mailing Instr On PO Not Followed
NI = No Invoice Received

FIELD DESCRIPTIONS, cont'd

Current Batch Information:

Transactions: 7 digits
Displays the number of transactions processed.

Amount: 15 digits
Indicates the total amount of the transactions processed.

Batch: 6 characters/digits
Designates the current batch reference.

Date: 8 digits
Shows the session date entered on the batch header.

Additional Functions

PF KEYS See Appendix for explanation of standard PF Keys

PF9 Multi Allows additional line items to be entered for multi-account vouchering, if necessary.

PF10 Desc Provides space for a longer description to be entered.

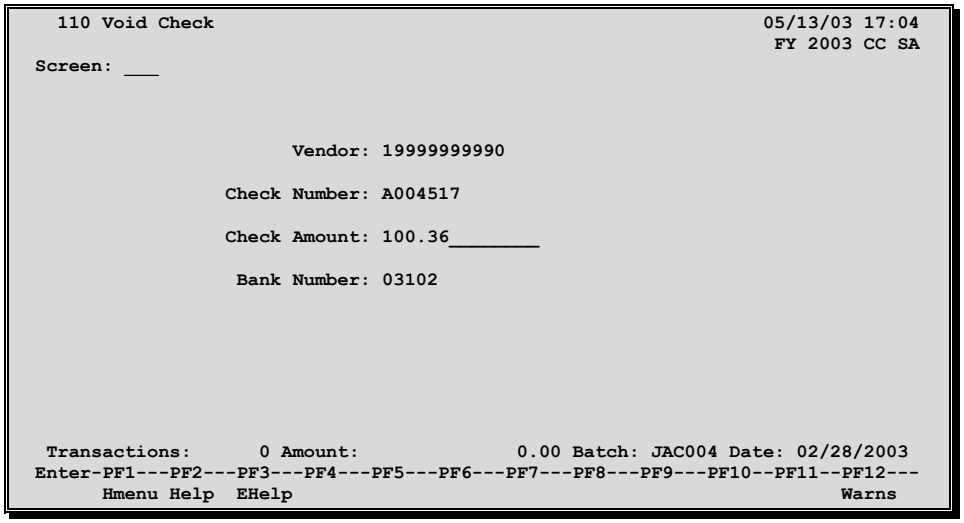
PF12 Warns Displays nonfatal warning messages.

Void A Check

Checks may be voided on Screen 110 before they have been reconciled. A single void check transaction will void the check in the reconciliation file, and automatically make the reversing entries in financial accounting, for each voucher related to the check.

If a credit memo is combined with a voucher, voiding the check will not affect the credit memo lines. This must be done with an offset voucher. (See Credit Memo screen 108).

Screen 110 - Void Check



BASIC STEPS

- Open a session using Screen 130.
- Advance to Screen 110, and type valid data in the fields available. All fields are required.
- Press <ENTER> for acceptance. If there is a problem with the check or voucher, a message will appear above the screen number. Otherwise, the check is considered void.

VOIDING CHECK PROCESSES

Voiding a check will initiate the following processes:

- The accounting will be reversed.
- The voucher and check will be flagged as voided.

FIELD DESCRIPTIONS

Screen Information:

Vendor: 11 digits — **Entry Required**
Enter the number identifying the vendor to be paid.

FIELD DESCRIPTIONS, cont'd

Check Number:	6 digits Designate the check number being deleted.	**Entry Required**
Check Amount:	14 digits Include the check amount, which is used as another reference to confirm the correct check is being deleted.	**Entry Required**
Bank Number:	5 digits Indicate the number of the bank used for the voucher transaction. If blank, it will be the default bank assigned to GL or SL or SA account.	**Entry Required**

Current Batch Information:

Transactions:	7 digits Shows the number of transactions processed.
Amount:	15 digits Indicates the total amount of the transactions processed.
Batch:	6 characters/digits Displays the current batch reference.
Date:	8 digits This field shows the session date entered on the batch header.

Additional Functions

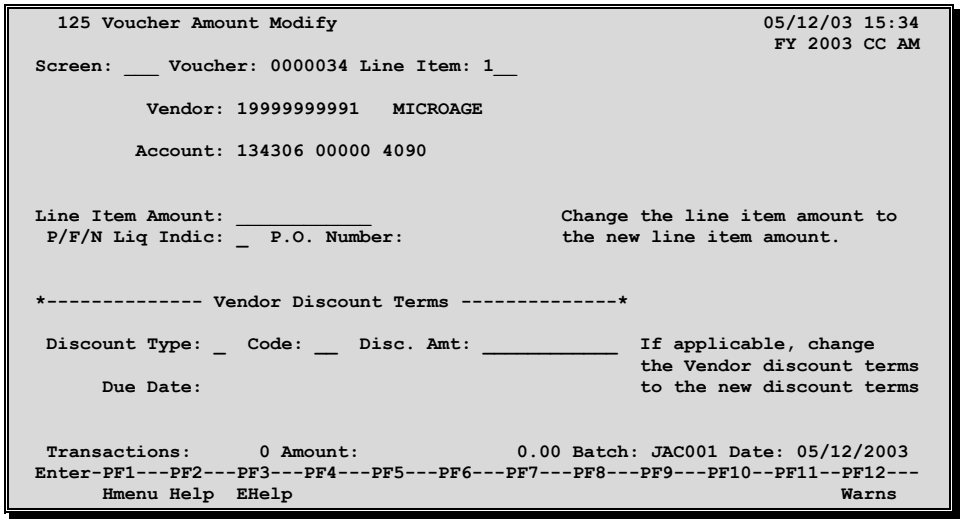
PF KEYS	See Appendix for explanation of standard PF Keys.
PF12 **Warns**	Displays nonfatal warning messages.

Voucher
Amount Modify

When you need to modify the dollar amount on a voucher that was entered on Screen 104, use Screen 125. The changes must be input ***before the voucher is paid*** (i.e., before the state voucher/check has been printed). This usually means the same day that the voucher was entered.

After the modifications have been accepted, the changes can be viewed on Screen 169 - Voucher Line Item Inquiry; the accounting can be viewed on Screen 127.

Screen 125 - Voucher Amount Modify


125 Voucher Amount Modify
05/12/03 15:34
FY 2003 CC AM
Screen: ___ Voucher: 0000034 Line Item: 1__
Vendor: 19999999991 MICROAGE
Account: 134306 00000 4090
Line Item Amount: _____
P/F/N Liq Indic: _ P.O. Number:
Change the line item amount to the new line item amount.
---------- Vendor Discount Terms ----------
Discount Type: _ Code: __ Disc. Amt: _____
Due Date:
If applicable, change the Vendor discount terms to the new discount terms
Transactions: 0 Amount: 0.00 Batch: JAC001 Date: 05/12/2003
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp
Warns

BASIC STEPS

- Open a session on Screen 130.
- Advance to Screen 125.
- Type valid data in the Action Line (voucher and line item number). Press <ENTER>.
- Change the following fields as required. Press <ENTER>.

VOUCHER MODIFY PROCESSES

When the voucher information is entered on the Action Line and <ENTER> is pressed, the voucher amount and due date are displayed.

To modify the amount, enter the new (desired) amount in the Line Item Amount: field. The amount entered in the Amount: field should reflect the modified invoice amount before discounts. The Discount Amount should reflect the amount of discount given to the buyer and should be deducted from the total voucher amount.

Do not enter the modified voucher amount in the Discount: field. This field is only for use when discounts should have been entered on Screen 104 - Voucher Create.

After entering these amounts, the resulting net amount (new invoice amount minus discount amount) will be shown in the Net Amount: field on Screen 169.

FIELD DESCRIPTIONS

Action Line Information:

Voucher: 7 digits — **Entry Required**
Enter the number of the voucher to be modified.

Line Item: 2 digits — **Entry Required**
Type the line number of an item currently being entered on a voucher.

Screen Information:

Vendor: 11 digits
Displays the number and name identifying the vendor to be paid.

Account: 15 digits
Shows the number of the account to be debited.

Line Item Amount: 12 digits
Change the line item amount to the new line item amount.

P/F/N Liq Indic: 1 character — **? Help Available**
Indicate the amount of encumbrance liquidation of the voucher.
P = Partial Liquidation
F = Full Liquidation
N = No OC Liquidation
Blank

P.O. Number: 7 digits
Displays the purchase order number. Also Reference #1.

FIELD DESCRIPTIONS, cont'd

Vendor Discount Terms:

Discount Type: 1 character **? Help Available**
If applicable, change the vendor discount terms to the new discount terms.
Examples are:
D = Dollar value
P = Percent value
T = Code taken from Vendor record
V = Code based on Discount code
Blank = No discount applied

Code: 2 characters
Enter a pre-defined discount code.
Values can be viewed on Screen 808.

Disc. Amt: 12 digits
Indicate the amount of applicable discount. This will be deducted from the gross amount and result in a net amount paid the vendor.

Due Date: 8 digits
Shows due date of prepaid voucher.

Current Batch Information:

Transactions: 7 digits
Displays the number of transactions processed.

Amount: 15 digits
Indicates the total amount of the transactions processed.

Batch: 6 characters/digits
Shows the current batch reference.

Date: 8 digits
This field shows the session date entered on the batch header.

Additional Functions

PF KEYS See Appendix for explanation of standard PF Keys

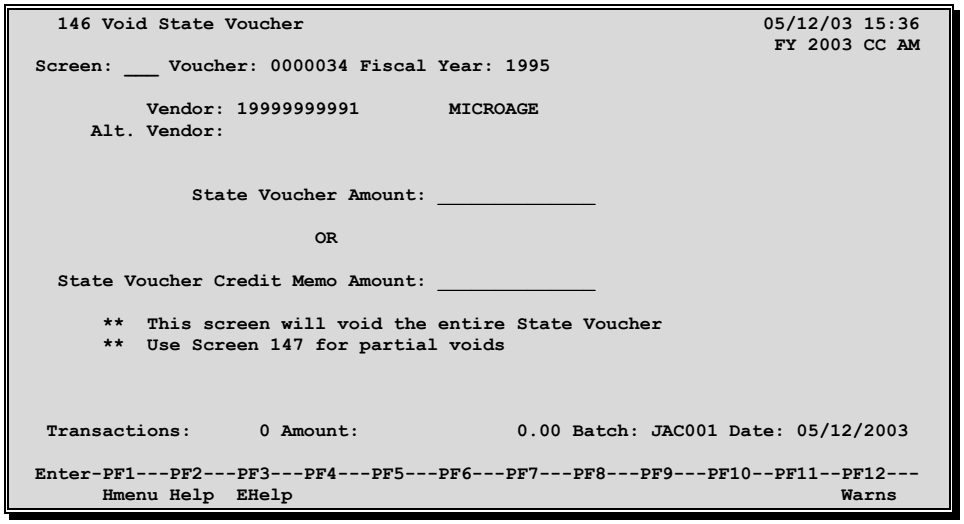
PF12 Warns Displays nonfatal warning messages.

Void A
State Voucher or Credit Memo

To void an entire state voucher or a credit memo for a state bank, use Screen 146. All line items will be voided. Both the state voucher reconciliation file and the FRS voucher file will be flagged as voided.

If a partial void is needed, Screen 147 can be used to change the amount of a line item on a state voucher.

Screen 146 - Void State Voucher


146 Void State Voucher
05/12/03 15:36
FY 2003 CC AM
Screen: ___ Voucher: 0000034 Fiscal Year: 1995
Vendor: 19999999991 MICROAGE
Alt. Vendor:
State Voucher Amount: _____
OR
State Voucher Credit Memo Amount: _____
** This screen will void the entire State Voucher
** Use Screen 147 for partial voids
Transactions: 0 Amount: 0.00 Batch: JAC001 Date: 05/12/2003
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp
Warns

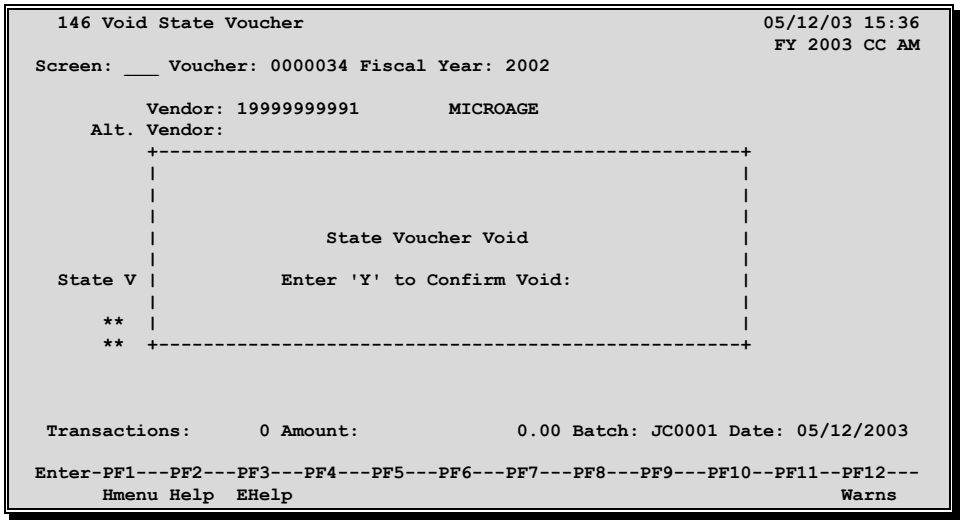
BASIC STEPS

- Open a session on Screen 130.
- Advance to Screen 146 and enter required information on the Action Line (voucher and fiscal year). Press <ENTER>.
- Fill in the data in the available fields.
- After pressing <ENTER>, a pop-up window will appear to verify state voucher deletion. Values are 'Y' to complete the void or 'N' to abort the current process.
- Press <ENTER> to return to Screen 146.

VOID STATE VOUCHER PROCESSES

Shown below is the confirmation screen that appears after the state voucher void information has been entered on Screen 146. To verify deletion, enter a 'Y'; to abort the void process, enter an 'N'.

Screen 146 - Confirmation Screen to Void State Voucher



FIELD DESCRIPTIONS

Action Line Information:

Voucher: 7 digits — **Entry Required**
Enter the number of the voucher to be deleted.

Fiscal Year: 4 digits — **Entry Required**
Type the fiscal year for the voucher being voided.

Screen Information:

Vendor: 11 digits
Displays the vendor identification number that is on the voucher to be deleted.

Alt. Vendor: 11 digits
Displays the alternate vendor ID number on the voucher to be deleted.

FIELD DESCRIPTIONS, cont'd

State Voucher Amount: 14 digits — **Entry Required**
Enter the dollar amount of the original voucher.

OR

State Voucher Credit Memo Amount: 14 digits — **Entry Required**
Type the dollar amount of the original credit memo.

Current Batch Information:

Transactions: 7 digits
Shows the number of transactions processed.

Amount: 15 digits
Indicates the total amount of the transactions processed.

Batch: 6 characters/digits
Displays the current batch reference.

Date: 8 digits
Displays the session date entered on the batch header.

Additional Functions

PF KEYS See Appendix for explanation of standard PF Keys

PF12 Warns Displays nonfatal warning messages.

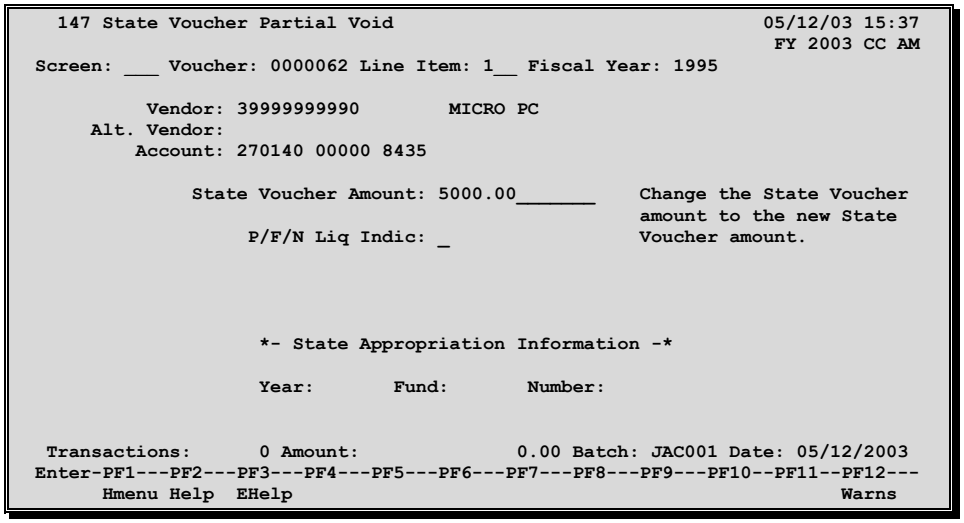
State Voucher
Partial Void

Reductions or increases in line item amounts on a state voucher can be handled on Screen 147. This would be done because the state disallowed part of an expenditure or to correct an error. The amount of the voucher is adjusted on the outstanding state voucher file and the FRS voucher file.

This screen is only used after the state voucher has been processed. The state voucher and any other information sent to the state will have to be changed manually.

Screen 147 only reverses the accounting. Additional entries will have to be done to reflect the corrected accounting.

Screen 147 - State Voucher Partial Void


147 State Voucher Partial Void
05/12/03 15:37
FY 2003 CC AM
Screen: ___ Voucher: 0000062 Line Item: 1__ Fiscal Year: 1995
Vendor: 39999999990 MICRO PC
Alt. Vendor:
Account: 270140 00000 8435
State Voucher Amount: 5000.00_____
P/F/N Liq Indic: _
Change the State Voucher amount to the new State Voucher amount.
- State Appropriation Information -
Year: Fund: Number:
Transactions: 0 Amount: 0.00 Batch: JAC001 Date: 05/12/2003
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp
Warns

BASIC STEPS

- Open a session on Screen 130.
- Advance to Screen 147 and enter information in the Action Line fields (voucher, line item and fiscal year). Press <ENTER>.
- If the data is accepted, the message, 'Accepted - Please enter new transaction' will appear.

FIELD DESCRIPTIONS

Action Line Information:

Voucher:	7 digits Enter the number of the voucher to be deleted.	**Entry Required**

FIELD DESCRIPTIONS, cont'd

Line Item: 2 digits — **Entry Required**
Type the line number of an item currently being entered on a voucher.

Fiscal Year: 4 digits — **Entry Required**
Indicate the fiscal year the voucher was posted.

Screen Information:

Vendor: 11 digits
Displays the number identifying the vendor to be paid.

Alt. Vendor: 11 digits
Shows the alternate vendor receiving payment.

Account: 15 digits
Indicates the number of the account to be debited.

State Voucher Amount: 14 digits — **Entry Required**
Enter the corrected amount. The program will compute the difference and generate the correct accounting entries.

P/F/N Liq Indic: 1 character — **? Help Available**
Encumbrance liquidation indicator:
P = Partial liquidation
F = Full liquidation
N = No liquidation

State Appropriation Information:

Year: 4 digits
Displays the year the funds were appropriated by the state.

Fund: 6 digits
Shows the fund affected by the state appropriation.

Number: 10 digits
Indicates the original voucher number issued by the state.

Transactions: 7 digits
Displays the number of transactions processed.

FIELD DESCRIPTIONS, cont'd

Amount: 15 digits
Shows the total amount of the transactions processed.

Batch: 6 characters/digits
Indicates the current batch reference.

Date: 8 digits
Designates the session date entered on the batch header.

Additional Functions

PF KEYS See Appendix for explanation of standard PF Keys

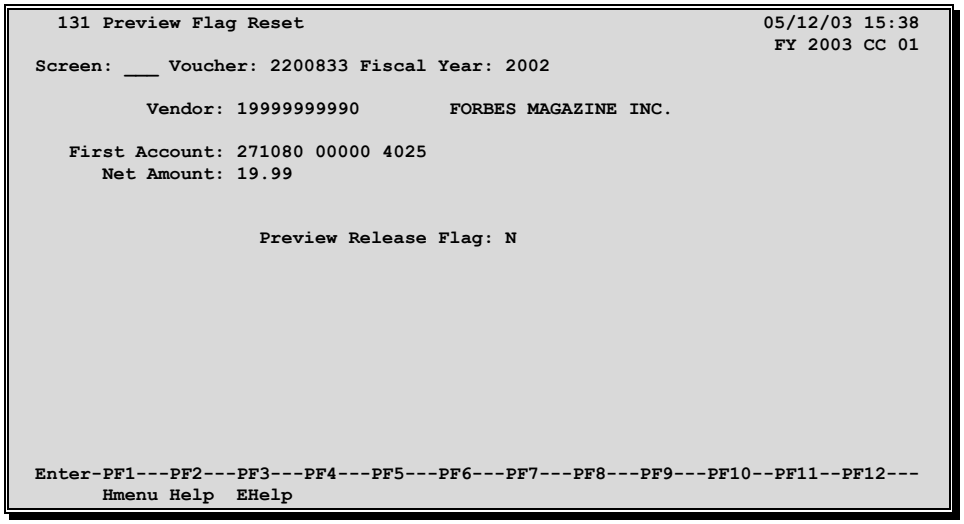
PF12 Warns Displays nonfatal warning messages.

Voucher
Flag Preview

This process is not currently being used.

Agencies with centralized accounts payable departments can use this screen to print a local voucher (not on-line) and delay the printing of the check. This allows for the local voucher to be routed to the originating offices for signatures and approval. When the voucher is returned to the fiscal office, the preview mode is released, allowing the local voucher to be processed and then a check is created. The release is done on Screen 131.

Screen 131 - Preview Flag Reset



VOUCHER FLAG PREVIEW PROCESSES

The release local voucher preview process can be used to:

1) release the voucher information to FAMIS for check production

   OR

2) correct a previous entry to release voucher information, if the release was done in error. This correction must be done before the next check cycle.

Some agencies have selected to preview their local vouchers before they are released for payment. The institution must be set up as a Preview Campus by the FAMIS team prior to the check cycle.

Typically, the accounts payable department receives the vendor's invoice and enters the local voucher information on Screen 104 - Voucher Create. This initiates local voucher creation. After the local voucher is printed, the accounts payable department sends it to the buying departments to ensure valid charges were billed. After receiving approval from the departments, the agency's accounts payable department releases the local voucher on Screen 131. This signals FAMIS to print a check for payment.

RELEASE A VOUCHER FOR PAYMENT

After the voucher is printed by FAMIS and authorized by the buying department, advance to Screen 131 and release the voucher for payment by typing a 'Y' in the Preview Release Flag: field.

CORRECT VOUCHER RELEASE

To prevent a local voucher from being released and creating a printed check, type an 'N' in the Voucher Preview Release Flag: field. This will reverse a prior release. The status of the Release flag can be seen on Screen 169 - Voucher Line Item Inquiry - in the Rls: field. ***This must be done before the next check cycle***.

FIELD DESCRIPTIONS

Action Line Information:

Voucher:	7 digits Enter the voucher number to be released.	**Entry Required**
Fiscal Year:	4 digits Type the fiscal year the voucher was posted.	**Entry Required**

Screen Information:

Vendor:	11 digits Displays the number identifying the vendor to be paid.
First Account:	15 digits Shows the account used to process this voucher.
Net Amount:	15 digits Indicates the amount the voucher is written for.

FIELD DESCRIPTIONS, cont'd

Preview Release Flag:	1 character Y = Indicates the document has been previewed and released by preview campus. N = Indicates the document has been previewed and **NOT** released by preview campus.	**? Help Available**

Additional Functions

PF KEYS	See Appendix for explanation of standard PF Keys

Create/Modify Pending Voucher

This process is helpful if you need to prepare a voucher and obtain approval before payment is processed. The pending voucher is created, an encumbrance is posted, but the payable is not created until the voucher is pulled into payment cycle. This must be done by manually releasing the voucher using Screen 113.

NOTE: This screen (Screen 111) cannot be used to liquidate a pre-existing encumbrance – one created on Screen 11.

You may create Prepaid or Revolving pending vouchers using this screen.

The steps for creating a pending voucher are as follows:

1. Create the voucher on Screen 111 using the same fields and input rules as a regular voucher. When the voucher is accepted it is assigned a number.
2. Close the voucher (PF10) to encumber the funds.
3. To modify a pending voucher, it can be re-opened (PF9).
4. If modified, the voucher must be closed again (PF10) -- adjusting the encumbrance.
5. Post (PF5) the voucher –this requires opening a batch. The batch open screen will display in a window. When you post the voucher, the encumbrance will be liquidated and the payable will be created.

Screen 111 - Create/Modify Pending Voucher

```
 111 Pending Voucher Create/Modify                              05/12/03 15:38
                                                  *ACH VENDOR*  FY 2003 CC 01
Screen: ___  Voucher: 2109868  Fiscal Year: 2001  Default Cost Ref: N

  Doc Summary: ________________________________________________

       Vendor: 3999999999A TRANSPORTING CENTER
         Type: 1           Dept. Ref. #: 770____      Enclosure Code: _
 Invoice Date: 02/06/2001    Order Date: 01/01/2001       Due Date: 02/20/2001
State Req Nbr: ___________       GSC Ord: ________
  Description: 1-1-01 THRU 1-31-01 RENTA, FUEL AND_____
               MAINTENANCE FOR UNIVERSITY VEHICLE FOR__
  Cust AR NBR: 271130_____________________  ACH Ovrd: _     Hold Flag: N
   Alt.Vendor: ___________      W2/SSN: _________   Travel Hotel Zip: _________
USAS Doc Type: _             PCC Code: _                    PDT Code: __
    LDT Codes: __ __ __ __ __ __                        IC: R   Reason: AD
Cont Wk Force: _
    Revolving: N  Fund Type: Local
  Prepaid Inv: N  Check Nbr:  119403 Check Dt: 02/21/2001  Override Bank: _____

                   Budget Balance Override: Encumbrances: N    Actuals: N
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp ACH   VPost Desc  VSrch       ReOpn Close Mlti  Warns
```

If you do not have security access to create or modify pending vouchers, some of the PF keys shown above will not be displayed. Instead, only these PF keys will be available:

```
                    Budget Balance Override: Encumbrances: N    Actuals: N
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp ACH         Desc                          Mlti  Warns
```

BASIC STEPS

- Advance to Screen 111.
- Enter a valid voucher number or voucher prefix (for automatic voucher numbering) and press <ENTER>.
- Enter data in the fields available, and press <ENTER> to get the voucher accepted and a voucher number assigned.
- Press PF10 to close the voucher and encumber the funds.

To post:

- Advance to Screen 130 and open a session.
- Advance to Screen 111.
- Enter the voucher number and press <ENTER>.
- Post the voucher using PF5.
- Return to Screen 130 and close the session.

PENDING VOUCHER PROCESSES

Automatic Voucher Numbering

To prompt FAMIS to automatically assign a voucher number, a valid prefix must be typed in the voucher field. FAMIS Services will set up the valid prefixes on Screen 834 - Voucher Type Create and they can be viewed on Screen 835 - Last Voucher Number Used Table.

The steps for automatic voucher numbering are:

- Type a valid prefix in the Voucher: field.
- Press <ENTER> and begin entering voucher information.
- After final data acceptance, the assigned voucher number will be displayed in the message above the Screen: field, or in the pop-up screen visible by pressing PF3.

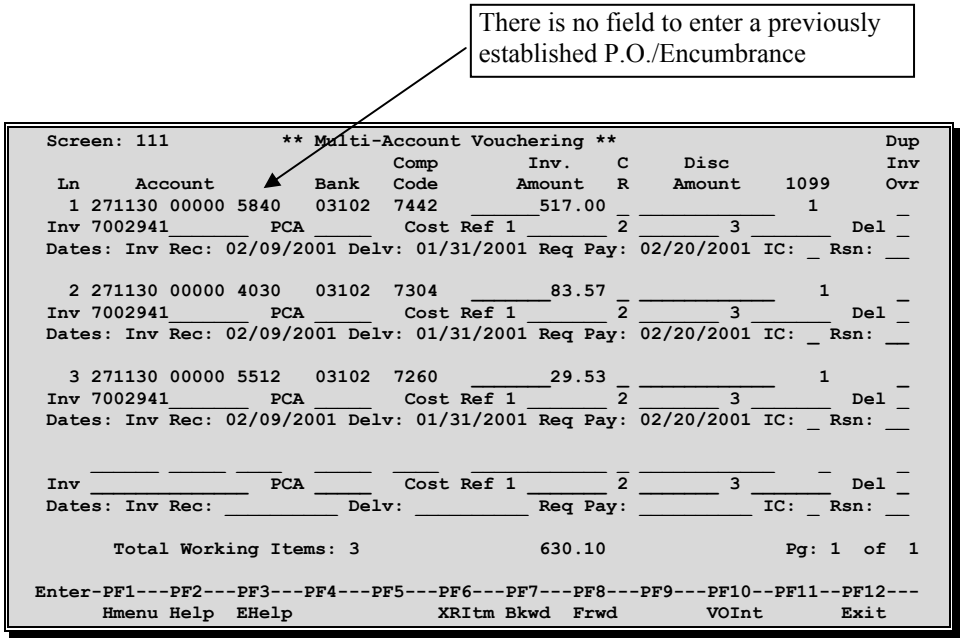
Due Date Processing

The Due Date: field determines the date on the check. The voucher will be pulled to cycle the day prior.

Tech Note: The DATETO parameter in the JCL is compared to the Due Date: field to determine if the voucher is pulled to cycle.

Creating a Single Voucher for Multi-Accounts

Before a voucher is accepted, a pop-up screen asking for Multi-Account Vouchering information appears. Accounts paying the same vendor can be paid with a single voucher. Four accounts can be entered at a time. To enter additional accounts, press PF8 to enter up to twenty lines of information. (To add more than 20 lines, refer to the appropriate section under Screen 104). If no additions are necessary, simply press <ENTER> to return to Screen 111.


There is no field to enter a previously established P.O./Encumbrance
Screen: 111 ** Multi-Account Vouchering ** Dup
Comp Inv. C Disc Inv
Ln Account Bank Code Amount R Amount 1099 Ovr
1 271130 00000 5840 03102 7442 517.00 1 _
Inv 7002941 PCA Cost Ref 1 2 3 Del _
Dates: Inv Rec: 02/09/2001 Delv: 01/31/2001 Req Pay: 02/20/2001 IC: _ Rsn: __
2 271130 00000 4030 03102 7304 83.57 1 _
Inv 7002941 PCA Cost Ref 1 2 3 Del _
Dates: Inv Rec: 02/09/2001 Delv: 01/31/2001 Req Pay: 02/20/2001 IC: _ Rsn: __
3 271130 00000 5512 03102 7260 29.53 1 _
Inv 7002941 PCA Cost Ref 1 2 3 Del _
Dates: Inv Rec: 02/09/2001 Delv: 01/31/2001 Req Pay: 02/20/2001 IC: _ Rsn: __
Inv PCA Cost Ref 1 2 3 Del _
Dates: Inv Rec: Delv: Req Pay: IC: _ Rsn: __
Total Working Items: 3 630.10 Pg: 1 of 1
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp XRItm Bkwd Frwd VOInt Exit

Multi-Account Encumbrance Liquidation

Multi-account vouchers can use different purchase order numbers, one for each line item of the voucher. Multi-account vouchers can liquidate one purchase order number on multiple lines. If all lines of the multi-account voucher will drive expenses over the encumbered amount, input the P/F/N Liq. Indic: field with the following values:

- Put 'F' on the multi-account line that finalizes the liquidation.
- Then, 'N' on all of the remaining multi-account lines.

FIELD DESCRIPTIONS

Action Line Information:

Voucher: 7 digits — **Entry Required**
Enter the number of the voucher to be created or modified.

Fiscal Year: 4 digits — **Entry Required**
Type the fiscal year the voucher was created.

Default Cost Ref: 1 character
Enter Y or N.
'Y' - will display the cost reference fields for entry.

Screen Information:

Doc Summary: 50 characters — **Entry Required**
Include a brief summary explaining the document.

Vendor: 11 digits — **Entry Required**
Identify the vendor to be paid.

Type: 1 digit
Indicate the third digit of the transaction code, which shows the type of voucher.

Dept. Ref. #: 7 digits
Reference #4 - Departmental voucher reference number

Enclosure Code: 1 character — **? Help Available**
Enter the appropriate code to indicate enclosures may be included. This will force separate checks for local vouchers. Vouchers will be grouped by identical codes.
Examples are:
A = Auditor
Blank = Not specified
C = Comptroller
L = Local
S = Audit Services
Y = Yes, enclosures

Invoice Date: 8 digits
The date the invoice was issued. If the user wants the system to calculate the discount, the invoice date must be entered. This date must be before or equal to the date the voucher is entered.

FIELD DESCRIPTIONS, cont'd

Order Date: 8 digits
The date the order was placed.
(Required for state vouchers.)

Due Date: 8 digits **? Help Available**
This is the due date for the payment. This field determines when the voucher is processed to cycle for payment.

State Req Nbr: 10 digits
State Requisition Number

GSC Ord: 7 characters
TBPC (General Services Commission) defined code for purchase orders requiring their approval.

Description: 35 characters
A description of the voucher to be created.

Cust AR NBR: 25 digits
Customer Accounts Receivable number assigned to purchaser by vendor.

ACH Ovrd 1 character
Enter 'Y' to override the sending of ACH (Automated Clearinghouse) for a vendor. This keeps the routing information available. Checks will be created for the vendor until reset.

Hold Flag: 1 character **? Help Available**
N or Blank = No hold on voucher print.
Y = Do not print check/voucher.

Alt. Vendor: 11 digits
Used if payment is a reimbursement to the alternate vendor (agency).

W2/SSN: 9 digits
Identification number (Social Security number on W2 form) for employee if the voucher is for services (i.e., moving).

Travel Hotel Zip: 9 digits
The zip code of the hotels used for travel to determine percentage usage, and if the state discount rate is being utilized.

FIELD DESCRIPTIONS, cont'd

USAS Doc Type: 1 character
A USAS defined document type code that determines processing at the state.

PCC Code: 1 character **? Help Available**
A General Services Commission (GSC) defined Purchase Category Code that identifies various purchase types and associated payments.

PDT Code: 2 characters **? Help Available**
A USAS defined Payment Distribution Type code that identifies how transactions will be combined for warrants and direct deposits.

LDT Codes: 2 characters each **? Help Available**
USAS Descriptive/Legal Text that identifies up to 5 stamps to be put on a voucher.

IC: 1 character **? Help Available**
Identify the interest calculation procedure to be followed. Valid values are:

A =Accept Scheduling of Late Payment
BLANK = None
F = Force Interest Calculation
R = Refuse Interest Calculation

Reason: 2 characters **? Help Available**
Include the reason for interest exemption: Valid values are:

AD = Agency Discretion Exercised
AI = Automation Issue(s)
AP = Advance Payment
DP = Disputed Payment
DT = Direct Payment of Travel Expenses
FC = FED Contract/Terms Prohibit Pymt
GE = GSC Exemption Granted 7 Documented
MI = Mailing Instr On PO Not Followed
NI = No Invoice Received

Cont Wk Force: 1 character
Identify if this payment is to be flagged as a Contract Work Force Payment.

FIELD DESCRIPTIONS, cont'd

Revolving: 1 character **? Help Available**
'Y' - revolving voucher.
'N' - voucher is not revolving.

Fund Type: 5 characters
Designates fund type to pay the voucher.

Prepaid Inv: 1 character
'Y' - indicates the invoice was prepaid.
'N' - indicates the invoice was not prepaid.

Check Nbr: 6 digits **Entry Required**
Check number printed on check.

Check Dt: 8 digits
Date check was printed.

Override Bank: 5 digits **Entry Required**
This field is used to modify the bank code entered on the original voucher.

Budget Balance Override:

Encumbrances: 1 character **Entry Required**
'Y' = indicates budget encumbrances balance can be overridden.
'N' - indicates budget balance cannot be overridden.

Actuals: 1 character **Entry Required**
'Y' - indicates budget actuals balance can be overridden.
'N' - indicates budget balance cannot be overridden.

Additional Functions:

PF KEYS See Appendix for explanation of standard PF Keys.

FIELD DESCRIPTIONS, cont'd

PF4
ACH

Displays the Automated Clearinghouse bank information if this is an ACH vendor.

```
|                                                                          |
|                 **** Vendor ACH Information ****                         |
|                                                                          |
|            Vendor: 39999999993                                           |
|              Name: SENTER REVOLVING ACCOUNT                              |
|       Routing Nbr: 111999025       Acct Nbr: 1299999946                  |
|         Acct Type: C             Trans Type: CCD                         |
|   Prenote Sent Dt:              Prenote Ovrd: Y  Dt: 09/04/2001          |
|      ACH Start Dt: 09/04/2001  ACH Override:                             |
|        Email Addr:                                                       |
|                                                                          |
| * ---------------- Vendor Change Information ----------------- * |
|       Established: 03/01/1995      Added By: MARC01P                     |
|     Date Modified: 09/04/2001   Modified By: WILP01P                     |
|                                                                          |
|                PF3= Back to 111  PF4=Exit                                |
|                                                                          |
```

PF5
VPost

Press this key to post the voucher.

PF6
Desc

Provides additional space for typing the description, if needed.

```
+--------------------------------------------------------------------+
|                                                                    |
|                                                                    |
|  Description:  1-1-01 THRU 1-31-01 RENTA, FUEL AND_____            |
|                MAINTENANCE FOR UNIVERSITY VEHICLE FOR__            |
|                THE CONSTRUCTION DIVISION_______________            |
|                ____________________________________________        |
|                ____________________________________________        |
|                ____________________________________________        |
|                ____________________________________________        |
|                ____________________________________________        |
|                ____________________________________________        |
|                ____________________________________________        |
|                ____________________________________________        |
|                                                                    |
|     PF4 = EXIT                                                     |
+--------------------------------------------------------------------+
```

PF7
VSrch

Searches for additional vouchers.

PF9
ReOpn

Reopens a closed document.

PF10
Close

Close the document.

PF11
Mlti

Allows additional line items to be entered for multi-account vouchering.

PF12
Warns

Displays nonfatal warning messages.

Pending Voucher
Create/Modify with PO Numbers

Screen 112 allows you to create a pending voucher which will reference and liquidate an existing encumbrance – one entered on Screen 11. You can also create Prepaid or Revolving pending vouchers using this screen.

While you reference an existing encumbrance here, it will not change until the voucher is posted (PF5). The encumbrance is not changed when the voucher is closed (PF10). Liquidations will occur when the voucher is posted (PF5).

The steps for creating a pending voucher are as follows:

1. Create the voucher on Screen 112 using the same fields and input rules as a regular voucher. When the voucher is accepted it is assigned a voucher number.
2. The voucher can be re-opened (PF9) and modified as necessary.
3. If modified, the voucher must be closed again (PF10) – there is no effect on the encumbrance.
4. Post (PF5) the pending voucher -- this requires opening a batch. The batch open screen will display in a window. When the voucher is posted, the encumbrance will be liquidated and the payable created.

Screen 112 - Pending Voucher Create/Modify with PO Numbers

```
  112 Pending Voucher Create/Modify with P.O. Numbers            05/12/03 15:41
                                                                  FY 2003 CC 01
Screen: ___  Voucher: 2103628  Fiscal Year: 2001  Default Cost Ref: N

  Doc Summary: CD ROM MONTHLY SERVICE FOR 09/01/00 THRU 08/31/01_

       Vendor: 19999999992 WEST WING PAYMENT CENTER
         Type: 1           Dept. Ref. #: 0012___     Enclosure Code: _
 Invoice Date: 10/10/2000    Order Date: 09/12/2000       Due Date: 11/03/2000
State Req Nbr: ___________      GSC Ord: ________
  Description: FEDERAL REPORTER_____________________________
               FEDERAL SUPPLEMENT____________________________
  Cust AR NBR: 860-017-178_____________  ACH Ovrd: _     Hold Flag: N
   Alt.Vendor: ___________     W2/SSN: __________   Travel Hotel Zip: _________
USAS Doc Type: 2            PCC Code: K                 PDT Code: __
    LDT Codes: __ __ __ __ __ __                     IC: _   Reason: __
Cont Wk Force: _
    Revolving: Y  Fund Type: State
  Prepaid Inv: N  Check Nbr:  113356 Check Dt: 11/06/2000  Override Bank: _____

                    Budget Balance Override: Encumbrances: N    Actuals: N
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp ACH   VPost Desc  VSrch       ReOpn Close Mlti  Warns
```

If you do not have security access to create or modify pending vouchers, some of the PF keys shown above will not be displayed. Instead, only these PF keys will be available:

```
                    Budget Balance Override: Encumbrances: N    Actuals: N
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp ACH         Desc                          Mlti  Warns
```

BASIC STEPS

- Advance to Screen 112.
- Enter a valid voucher number or voucher prefix (for automatic voucher numbering) and press <ENTER>.
- Enter data in the fields available – including the encumbrance (PO) number, and press <ENTER> to have the voucher accepted and assigned a voucher number.
- Press PF10 to close the voucher.

To post:

- Advance to Screen 130 and open a session.
- Advance to Screen 112.
- Enter the voucher number and press <ENTER>.
- Post the voucher using PF5.
- Return to Screen 130 and close the session.

PENDING VOUCHER PROCESSES

Automatic Voucher Numbering

To prompt FAMIS to automatically assign a voucher number, a valid prefix must be typed in the voucher field. FAMIS Services will set up valid prefixes on Screen 834 - Voucher Type Create and they can be viewed on Screen 835 - Last Voucher Number Used Table.

The steps for automatic voucher numbering are:

- Type a valid prefix in the Voucher: field.
- Press <ENTER> and begin entering voucher information.
- After final data acceptance, the assigned voucher number will be given in the message above the Screen: field, or in the pop-up screen visible by pressing PF3.

Due Date Processing

The Due Date: field determines the date on the check. The voucher will be pulled to cycle the day prior.

Tech Note: The DATETO parameter in the JCL is compared to the Due Date: field to determine if the voucher is pulled to cycle.

PENDING VOUCHER PROCESSES, cont'd

Creating a Single Voucher for Multi-Accounts

Before a voucher is accepted, a pop-up screen asking for Multi-Account Vouchering information appears. Accounts paying the same vendor can be paid with a single voucher. Four accounts can be entered at a time. If additional accounts are needed, use PF8 to add up to twenty lines. (To add more than 20 lines, refer to the appropriate section under Screen 104). If no additions are necessary, simply press <ENTER> to return to Screen 112.

You may reference a previously established encumbrance in the P.O. Number: field.

Screen 112 - PF11 Mlti Pop-Up Window

```
Screen: 112          ** Multi-Account Vouchering **                        Dup
                       P.O.   Enc  P       Comp     Inv.    C    Disc   10 Inv
 Ln     Account       Number  Obj /F Bank  Code    Amount   R   Amount  99 Ovr
  1 215050 00000 5630 P110004 5630 P 71001 7276 _____432.00 _ __________ _  _
Inv P110004_______  PCA _____   Cost Ref 1 _______ 2 _______ 3 _______  Del _
Dates: Inv Rec: 10/17/2000 Delv: 10/17/2000 Req Pay: 11/06/2000 IC: _ Rsn: __

 ______ _____ ____ _______ ____ _ _____ ____ __________ _ __________ _  _
Inv _______________  PCA _____   Cost Ref 1 _______ 2 _______ 3 _______  Del _
Dates: Inv Rec: __________ Delv: __________ Req Pay: __________ IC: _ Rsn: __

 ______ _____ ____ _______ ____ _ _____ ____ __________ _ __________ _  _
Inv _______________  PCA _____   Cost Ref 1 _______ 2 _______ 3 _______  Del _
Dates: Inv Rec: __________ Delv: __________ Req Pay: __________ IC: _ Rsn: __

 ______ _____ ____ _______ ____ _ _____ ____ __________ _ __________ _  _
Inv _______________  PCA _____   Cost Ref 1 _______ 2 _______ 3 _______  Del _
Dates: Inv Rec: __________ Delv: __________ Req Pay: __________ IC: _ Rsn: __

      Total Working Items: 1                          432.00       Pg: 1  of  1

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Hmenu Help  EHelp             XRItm Bkwd  Frwd        VOInt       Exit
```

Multi-Account Encumbrance Liquidation

Multi-account vouchers can use different purchase order numbers, one for each line item of the voucher. They can liquidate one purchase order number on multiple lines. If all lines will drive expenses over the encumbered amount, input the P/F/N Liq. Indic: field with the following values:

- Put 'F' on the multi-account line that finalizes the liquidation.
- Then, 'N' on all of the remaining multi-account lines.

FIELD DESCRIPTIONS

Action Line Information:

Voucher: 7 digits — **Entry Required**
Enter the number of the voucher to be created or modified.

FIELD DESCRIPTIONS, cont'd

Fiscal Year: 4 digits — **Entry Required**
Type the fiscal year the voucher was created.

Default Cost Ref: 1 character
Type Y or N:
'Y' - will display the cost reference fields for entry.

Screen Information:

Doc Summary: 35 characters — **Entry Required**
Brief summary explaining document.

Vendor: 11 digits — **Entry Required**
Indicate the number identifying the vendor to be paid.

Type: 1 digit
Designate the third digit of the transaction code, which indicates the type of voucher.

Dept. Ref. #: 7 digits
Reference #4 - Departmental voucher reference number.

Enclosure Code: 1 digit — **? Help Available**
Enter a code indicating enclosures may be included. This will force separate checks for local vouchers. Vouchers will be grouped by identical codes.
Examples are:
Blank = Not specified
C = Comptroller
L = Local
Y = Yes, enclosures

Invoice Date: 8 digits
The date the invoice was issued. If the user wants the system to calculate the discount, the invoice date must be entered. This date must be before or equal to the date the voucher is entered.

Order Date: 8 digits
Include the date the order was placed. (Required for state vouchers.)

Due Date: 8 digits
This field is used for entering the due date for the payment. This field determines when the voucher is processed for payment.

FIELD DESCRIPTIONS, cont'd

State Req Nbr: 10 digits
Include the State Requisition Number.

GSC Ord: 6 characters
TBPC (General Services Commission) defined code for purchase orders requiring their approval.

Description: 35 characters
Enter a description of the voucher to be created.

Cust AR NBR: 25 digits
Include the customer Accounts Receivable number assigned to the purchaser by vendor.

ACH Ovrd 1 character
Enter 'Y' to override the sending of ACH (Automated Clearinghouse) for a vendor. This keeps the routing information available. Checks will be created for the vendor until reset.

Hold Flag: 1 character **? Help Available**
Enter:
N or Blank = No hold on voucher print.; Y = Do not print check/voucher.

Alt. Vendor: 11 digits
This field is used if payment is a reimbursement to the alternate vendor (agency).

W2/SSN: 9 digits
Indicate the identification number (Social Security number on W2 form) for the employee, if the voucher is for services (i.e., moving).

Travel Hotel Zip: 9 digits
Include the zip code of the hotel used for travel, to determine percentage usage, and if the state discount rate is being utilized.

USAS Doc Type: 1 character
This field is used for a USAS defined document type code that determines processing at the state.

FIELD DESCRIPTIONS, cont'd

PCC Code: 1 character **? Help Available**
A General Services Commission (GSC) defined Purchase Category Code that identifies various purchase types and associated payments.

PDT Code: 2 characters **? Help Available**
Designate a USAS defined Payment Distribution Type code that identifies how transactions will be combined for warrants and direct deposits.

LDT Codes: 2 characters each **? Help Available**
USAS Descriptive/Legal Text that identifies up to 5 stamps to be put on a voucher.

IC: 1 character **? Help Available**
Identify the interest calculation procedure to be followed. Valid values are:

A =Accept Scheduling of Late Payment
BLANK = None
F = Force Interest Calculation
R = Refuse Interest Calculation

Reason: 2 characters **? Help Available**
Include the reason for interest exemption: Valid values are:

AD = Agency Discretion Exercised
AI = Automation Issue(s)
AP = Advance Payment
DP = Disputed Payment
DT = Direct Payment of Travel Expenses
FC = FED Contract/Terms Prohibit Pymt
GE = GSC Exemption Granted 7 Documented
MI = Mailing Instr On PO Not Followed
NI = No Invoice Received

Cont Wk Force: 1 character
Indicates that this payment is flagged as a Contract Work Force Payment.

Revolving: 1 character **? Help Available**
Enter:
'Y' - for revolving voucher.
'N' - for voucher that is not revolving.

FIELD DESCRIPTIONS, cont'd

Fund Type: 5 characters
Designate the fund type to pay the voucher.

Prepaid Inv: 1 character
Enter 'Y' – to indicate the invoice was prepaid; 'N' – to indicate the invoice was not prepaid.

Check Nbr: 6 digits **Entry Required**
Type the check number printed on check.

Check Dt: 8 digits
Include the date the check was printed.

Override Bank: 5 digits **Entry Required**
Use this field to modify the bank code entered on the original voucher.

Budget Balance Override:

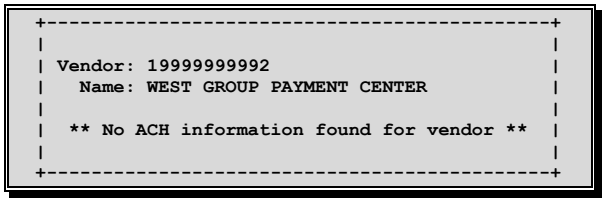
Encumbrances: 1 character **Entry Required**
'Y' - indicates budget encumbrances balance can be overridden.
'N' - indicates budget balance cannot be overridden.

Actuals: 1 character **Entry Required**
'Y' - indicates budget actuals balance can be overridden.
'N' - indicates budget balance cannot be overridden.

Additional Functions:

PF KEYS See Appendix for explanation of standard PF Keys.

PF4
ACH Shows the Automated Clearinghouse bank information if this is an ACH vendor. If not, no information will be displayed.



FIELD DESCRIPTIONS, cont'd

PF5 **VPost**	Press this key to post the voucher.
PF6 **Desc**	Provides additional space for typing the description, if needed.
PF7 **VSrch**	Searches for additional vendors.
PF9 **ReOpn**	Reopens a closed document.
PF10 **Close**	Close the document.
PF11 **Mlti**	Allows additional line items to be entered for multi-account vouchering, if necessary.
PF12 **Warns**	Displays nonfatal warning messages.

Post A Range Of Pending Vouchers

Pending vouchers must be posted in order to be paid. An individual pending voucher can be posted using a PF key on Screen 111 or Screen 112. To save time, you may post pending vouchers a range at a time.

To post a range of pending vouchers use Screen 113. This screen will display the number of pending vouchers, the number of vouchers posted, and the number of vouchers with errors.

Screen 113 - Post A Range Of Pending Vouchers

```
113 Post A Range Of Pending Vouchers                          05/12/03 15:43
                                                               FY 2003 CC AM
Screen: ___  Fiscal Yr: 2003  From Voucher: 0000220  To Voucher: 0000320

Number of Pending  Vouchers:
Number of Vouchers   Posted:
Number of Vouchers w/Errors:

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp       Post        Bkwd  Frwd
```

BASIC STEPS

- Advance to Screen 113.
- Enter the fiscal year (if other than the current year).
- Type beginning voucher number in the From Voucher: field, and enter the ending voucher number in the To Voucher: field for the range of pending vouchers to be posted. Press <ENTER>.

FIELD DESCRIPTIONS

Fiscal Yr:	4 digits Designate the fiscal year in which the pending vouchers were created.	**Entry Required**
From Voucher:	7 digits Enter the beginning voucher number in the range of pending vouchers to be posted.	**Entry Required**

FIELD DESCRIPTIONS, cont'd

To Voucher:	7 digits Enter the ending voucher number in the range of pending vouchers to be posted.	**Entry Required**

Screen Information:

Number of Pending Vouchers:	3 digits Displays the number of pending vouchers outstanding within the range.
Number of Vouchers Posted:	3 digits Indicates the number of pending vouchers in the range provided that were posted.
Number of Vouchers w/Errors:	3 digits Shows the number of posted pending vouchers that have errors.

Additional Functions:

PF KEYS	See Appendix for explanation of standard PF Keys.
PF5 Post	Use this key to post the pending vouchers.

Pending Interest Voucher Modify

Interest items are posted in the **local** check cycle. This screen can be used to change the interest account number on the interest items or to fix any errors that occur from the nightly posting. If an interest item does not post, an error message will appear on the VBDU080 report.

NOTE: On this screen, items must be in a closed status to post. You may press PF5 to post from this screen or wait for the next nightly cycle.

The name of the job that will post the local interest item is FxxVIPST, where "xx" is the TAMUS Part number. The program name is VBDU080, which is the same name that will appear on the report.

Screen 114 – Pending Interest Voucher Modify

```
 114 Pending Interest Voucher Modify                          05/21/03 15:29
                                                               FY 2003 CC AB
Screen: ___  Voucher: 0000326  Fiscal Year: 2003

  Doc Summary: WELDING TEST

       Vendor: 29999999991 A & B WELDING
                         Dept. Ref. #: 9320        Enclosure Code:
 Invoice Date: 09/01/2002    Order Date: 02/18/2003        Due Date: 02/18/2003
State Req Nbr:                  GSC Ord:
  Description: WELDING PARTS & SUPPLIES

  Cust AR NBR:                                            Hold Flag: N
   Alt.Vendor:                W2/SSN:             Travel Hotel Zip:
USAS Doc Type:               PCC Code:                    PDT Code:
    LDT Codes:

    Revolving: N  Fund Type: Local
    Check Nbr:  111467 Check Dt: 02/20/2003
                                                Budget Balance Override: N

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp       VPost Desc              ReOpn Close Mlti  Warns
```

Screen 114 – PF11 Pop-Up Window

```
 Screen: 114          ** Multi-Account Vouchering **
                             Comp        Inv.    C             Orig    Item
 Ln      Account         Bank   Code       Amount   R  1099  Ppd  Item   Status
 501 440050 00000 6230   00001  7806    ________5.14 _    _          1     CL
 Inv 2_____________  PCA _____  Cost Ref 1 _______ 2 _______ 3 _______
Dates: Inv Rec: __________ Delv: __________ Req Pay: __________

 502 440050 00000 6230   00001  7806    _______10.27 _    _          2     CL
 Inv 2_____________  PCA _____  Cost Ref 1 _______ 2 _______ 3 _______
Dates: Inv Rec: __________ Delv: __________ Req Pay: __________

 503 440050 00000 6230   00001  7806    ______498.13 _    _          3     CL
 Inv 2_____________  PCA _____  Cost Ref 1 _______ 2 _______ 3 _______
Dates: Inv Rec: __________ Delv: __________ Req Pay: __________


 Inv _____ _____ ____ _____  ____ _____________ _    _
 Inv _____________  PCA _____  Cost Ref 1 _______ 2 _______ 3 _______
Dates: Inv Rec: __________ Delv: __________ Req Pay: __________

  Total Interest Items: 3                                  Pg: 1  of  1

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp       VOInt XRItm Bkwd  Frwd                    Exit
```

BASIC STEPS

- Advance to Screen 114.
- Enter a voucher number that has interest on the Action Line, and modify the fiscal year date if needed.
- Press PF5 to post on-line or wait for the batch post in the next nightly run.
- Press PF6 to view a more detailed description of the document.
- Press PF9 to reopen the document and make modifications.
- Press PF10 to close the document.
- Press PF11 to see the interest items and make necessary changes/additions.

FIELD DESCRIPTIONS

Action Line Information

Voucher: 7 digits — **Entry Required**
Enter a valid voucher number that has interest.

Fiscal Year: 4 digits — **Entry Required**
Displays the current fiscal year. Modify if needed.

Screen Information

Doc Summary: 30 characters
Displays a brief description of the document.

Vendor: 11 characters/digits
Shows the vendor's identification number and name.

Dept. Ref. #: 7 digits
Identifies a reference number used by the department.

Enclosure Code: 1 character/digit
Displays the code used to separate checks in the check cycle. Valid values include:

A = Auditor
Blank = Not specified
C = Comptroller
L = Local
S = Audit Services
Y = Enclosures
1 = Housing Deposit Refunds
2 = Student Stipends

FIELD DESCRIPTIONS, cont'd

Invoice Date: 8 digits
Identifies the date on the invoice.

Order Date: 8 digits
Shows the date the order was placed with the vendor.

Due Date: 8 digits
Displays the date payment is due before incurring interest.

State Req Nbr: 8 digits
Identifies the requisition number given by the state.

GSC Ord: 7 characters
Shows the TBPC (General Services Commission) defined code for purchase orders requiring their approval.

Description: 35 characters
Provides a description of the item(s) purchased.

Cust AR NBR: 25 digits
This field is used for the customer Accounts Receivable number assigned to purchaser by vendor.

Hold Flag: 1 character
Identifies if the vendor has been placed on hold.

Alt.Vendor: 11 digits
Used if payment is a reimbursement to the alternate vendor (agency).

W2/SSN: 9 digits
Identifies the identification number (Social Security number on W2 form) for employee, if the voucher is for services (i.e., moving).

Travel Hotel Zip: 9 digits
Shows the zip code of the hotel used for travel to determine percentage usage, and if the state discount rate is being utilized.

FIELD DESCRIPTIONS, cont'd

USAS Doc Type: 1 character
Indicates a USAS-defined document type code that determines processing at the state.

PCC Code: 1 character **? Help Available**
Displays the General Services Commission (GSC) defined Purchase Category Code that identifies various purchase types and associated

PDT Code: 2 characters **? Help Available**
A USAS defined Payment Distribution Type code that identifies how transactions will be combined for warrants and direct deposits.

LDT Codes: 2 characters each **? Help Available**
USAS Descriptive/Legal Text that identifies up to 5 stamps to be put on a voucher.

Revolving: 1 character
Y = Indicates the voucher is a revolving voucher.

Fund Type: 5 characters
Designates fund type to pay the voucher.

Check Nbr: 6 digits
Check number printed on check.

Check Dt: 8 digits
Date check was printed.

Budget Balance Override: 1 character
'Y' or 'N' - indicates if budget balance can be overridden.

Additional Functions:

PF KEYS See Appendix for explanation of standard PF Keys.

PF5 VPost Post the voucher.

PF6 Desc Shows additional information about the description.

FIELD DESCRIPTIONS, cont'd

PF9 **ReOpn**	Reopen the voucher.
PF10 **Close**	Close the voucher.
PF11 **Mlti**	View/create/modify interest items on multi-account vouchering.
PF12 **Warns**	Displays nonfatal warning messages.

Pending State Interest Voucher Modify

FAMIS posts a daily feed from the State of interest items. If, for any reason, items cannot be posted, they will be reported in the process error report. A common error is a frozen account. Screen 115 is used to correct these items. The items can then be posted online using PF5 or picked up in the nightly posting. This screen can also be used to change the account number on the interest items.

NOTE: Items must be in a <u>closed</u> status to post.

Screen 115 – Pending State Interest Voucher Create/Modify

```
   F2308 Press PF11 to add/modify Interest items
 115 Pending State Interest Create/Modify                        05/22/03 09:47
                                                                  FY 2003 CC AB
Screen: ___  Voucher: 0000215  Fiscal Year: 2003

  Doc Summary: WELDING PARTS

       Vendor: 49999999990 BROWN 'OIL' & "GAS" CO.,
                           Dept. Ref. #: B123456     Enclosure Code: Y
 Invoice Date: 10/02/2002    Order Date:                   Due Date: 10/03/2002
State Req Nbr: A123456789B      GSC Ord:
  Description: WELDING PARTS & SUPPLIES

  Cust AR NBR: 12345678901234567890123456                 Hold Flag: N
   Alt.Vendor: 46206724502     W2/SSN:             Travel Hotel Zip:
USAS Doc Type: 3             PCC Code: B                  PDT Code: DD
    LDT Codes: AP CC KM LB MP PP

    Revolving: N  Fund Type: State
    Check Nbr:          Check Dt:
                                                Budget Balance Override: N

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp       VPost Desc              ReOpn Close Mlti  Warns
```

Screen 115 – PF11 Pop-Up Window

```
   F8476 Move Cursor to Line Nbr and Press PF9  to create interest items
 Screen: 115          ** Multi-Account Vouchering **
                                Comp        Inv.    C S  St       Orig   Item
   Ln     Account         Bank   Code       Amount   R t Void Rvlv Item  Status
   1   330001 00001 3310  10001  7290   123456789.12   Y   N    N          IP
  Inv 12345678901234  PCA 12345  Cost Ref 1 A123456 2 B123456 3 C123456 Del _
  Int Ref _______  Effective Dt: __________

    ______ _____    _____  _____________
  Inv               PCA        Cost Ref 1          2         3         Del _
  Int Ref _______  Effective Dt: __________

    ______ _____    _____  _____________
  Inv               PCA        Cost Ref 1          2         3         Del _
  Int Ref _______  Effective Dt: __________

    ______ _____    _____  _____________
  Inv               PCA        Cost Ref 1          2         3         Del _
  Int Ref _______  Effective Dt: __________

    Total Items: 1                                          Pg: 1   of  1

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp             XrItm Bkwd  Frwd  CrInt VoInt       Exit
```

BASIC STEPS

- Advance to Screen 115.
- Enter a voucher number that has interest on the Action Line, and modify the fiscal year date if needed.
- Press PF5 to post on-line or wait for the batch post in the next nightly run.
- Press PF6 to view a more detailed description of the document.
- Press PF9 to reopen the document and make modifications.
- Press PF10 to close the document.
- Press PF11 to see the interest items and make necessary changes/additions.

FIELD DESCRIPTIONS

Action Line Information

Voucher: 7 digits **Entry Required**
Enter a valid voucher number that has interest.

Fiscal Year: 4 digits **Entry Required**
Displays the current fiscal year. Modify if needed.

Screen Information

Doc Summary: 30 characters
Displays a brief description of the document.

Vendor: 11 characters/digits
Shows the vendor's identification number and name.

Dept. Ref. #: 7 digits
Identifies a reference number used by the department.

Enclosure Code: 1 character/digit
Displays the code used to separate checks in the check cycle. Valid values include:

A = Auditor
Blank = Not specified
C = Comptroller
L = Local
S = Audit Services
Y = Enclosures
1 = Housing Deposit Refunds
2 = Student Stipends

FIELD DESCRIPTIONS, cont'd

Invoice Date: 8 digits
Identifies the date on the invoice.

Order Date: 8 digits
Shows the date the order was placed with the vendor.

Due Date: 8 digits
Displays the date payment is due before incurring interest.

State Req Nbr: 8 digits
Identifies the requisition number given by the state.

GSC Ord: 7 characters
Shows the TBPC (General Services Commission) defined code for purchase orders requiring their approval.

Description: 35 characters
Provides a description of the item(s) purchased.

Cust AR NBR: 25 digits
This field is used for the customer Accounts Receivable number assigned to purchaser by vendor.

Hold Flag: 1 character
Identifies if the vendor has been placed on hold.

Alt.Vendor: 11 digits
Used if payment is a reimbursement to the alternate vendor (agency).

W2/SSN: 9 digits
Identifies the identification number (Social Security number on W2 form) for employee, if the voucher is for services (i.e., moving).

Travel Hotel Zip: 9 digits
Shows the zip code of the hotel used for travel to determine percentage usage, and if the state discount rate is being utilized.

FIELD DESCRIPTIONS, cont'd

USAS Doc Type: 1 character
Indicates a USAS-defined document type code that determines processing at the state.

PCC Code: 1 character **? Help Available**
Displays the General Services Commission (GSC) defined Purchase Category Code that identifies various purchase types and associated payments.

PDT Code: 2 characters **? Help Available**
A USAS defined Payment Distribution Type code that identifies how transactions will be combined for warrants and direct deposits.

LDT Codes: 2 characters each **? Help Available**
USAS Descriptive/Legal Text that identifies up to 5 stamps to be put on a voucher.

Revolving: 1 character
Y = Indicates the voucher is a revolving voucher.

Fund Type: 5 characters
Designates fund type to pay the voucher.

Check Nbr: 6 digits
Check number printed on check.

Check Dt: 8 digits
Date check was printed.

Budget Balance Override: 1 character
'Y' or 'N' - indicates if budget balance can be overridden.

Additional Functions:

PF KEYS See Appendix for explanation of standard PF Keys.

PF5 VPost Post the voucher.

PF6 Desc Shows additional information about the description.

FIELD DESCRIPTIONS, cont'd

PF9 **ReOpn**	Reopen the voucher.
PF10 **Close**	Close the voucher.
PF11 **Multi**	Identifies additional line items to be entered for multi-account vouchering, if necessary.
PF12 **Warns**	Displays nonfatal warning messages.

ACCOUNTS PAYABLE

PREPAID VOUCHERS

Create A Prepaid Voucher

Prepaid vouchers are created to record the accounting for a manually produced check, a check either handwritten or prepared by a PC system. Information is entered as a regular voucher, but with the check date and check number included. After pressing <ENTER> for data acceptance, a pop-up window will appear asking for additional transactions from different accounts paying the same vendor. **A maximum of ten lines/accounts can be input for processing a single prepaid voucher.**

This process enables FAMIS to record the check and voucher to accounting.

Screen 109 - Prepaid Voucher

```
  109 Prepaid Voucher            CAKES AND PASTRIES BY JOAN     05/12/03 15:45
                                                                 FY 2003 CC SA
Screen: ___ Vendor: 19999999990 Voucher: 0______ Default Cost Ref: N

        Type: 2            Dept. Ref. #: 16852__    Enclosure Code: _
 Invoice Date: 10/04/01__     Order Date: 09/30/01__
State Req Nbr: ___________       GSC Ord: _______
  Description: BAKE SALE ITEMS FOR CHARITY AUCTION_____   Check Nbr: 1200009
               ____________________________________       Check  Dt: 10/05/2001
  Cust AR NBR: 2342_____________________
Discount Type: _                                      Disc. Amt: ___________
   Alt.Vendor: ___________     W2/SSN: __________  Travel Hotel Zip: _________
USAS Doc Type: _             PCC Code: _              PDT Code: __
    LDT Codes: __ __ __ __ __ __                    IC: _  Reason: __
Cont Wk Force: _                                                      Dup
                      P.O.  Encumb  P/F/N          Comp.    Item        Inv
 Ln      Account     Number  Obj.  Liq Ind  Bank  Code    Amount    1099 Ovrrd
  1 100230 00000 4010 _______ ____     _     00001 ____ 15.00_______  _    _
    Inv: _____________  PCA: _____   Cost Ref 1: _______ 2: _______ 3: _______
  Dates: Inv Rec: __________ Delv: __________ Req Pay: __________ IC: _ Rsn: __
 Transactions:      0 Amount:          0.00 Batch: JAC001 Date: 02/28/2003
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp                          Multi Desc        Warns
```

Additional space is available for entering multi-account vouchering by pressing PF9. **A maximum of ten lines/accounts may be added using the pop-up window.**

Screen 109 - Multi-Account Vouchering Pop-up Window

```
 Screen: 109          ** Multi-Account Vouchering **
                                    Enc.                 Comp.
             Account        P.O.Num  Obj. P/F/N  Bank    Code    Amount     1099
 Ln: 1  100230 00000 4010  _______  ____  _     00001   7300  _______15.00    _
Inv: _____________  PCA: _____  Cost Ref 1: _______ 2: _______ 3: _______
Dates: Inv Rec: __________ Delv: __________ Req Pay: __________ IC: _ Rsn: __

 Ln: 2  ______ _____ ____  _______  ____  _  _____  ____  ____________   _
Inv: _____________  PCA: _____  Cost Ref 1: _______ 2: _______ 3: _______
Dates: Inv Rec: __________ Delv: __________ Req Pay: __________ IC: _ Rsn: __

 Ln: 3  ______ _____ ____  _______  ____  _  _____  ____  ____________   _
Inv: _____________  PCA: _____  Cost Ref 1: _______ 2: _______ 3: _______
Dates: Inv Rec: __________ Delv: __________ Req Pay: __________ IC: _ Rsn: __

 Ln: 4  ______ _____ ____  _______  ____  _  _____  ____  ____________   _
Inv: _____________  PCA: _____  Cost Ref 1: _______ 2: _______ 3: _______
Dates: Inv Rec: __________ Delv: __________ Req Pay: __________ IC: _ Rsn: __

Total Posted Items: 0   Total Working Items: 1             _________15.00

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp Exit  ECopy       Bkwd  Frwd  SCopy             Cancl
```

BASIC STEPS

- Open a session using Screen 130.
- Advance to Screen 109.
- Type valid data in the available fields.
- The pop-up screen will appear allowing the user to enter additional accounts paying for items from the same vendor; maximum number of accounts is 10. If this information is not necessary, simply press the <ENTER> key and the information will pass back to Screen 109.
- Press <ENTER> to record the information.
- Return to Screen 130 and Close the session.

PREPAID VOUCHER PROCESSES

Correcting a Prepaid Voucher

The Gross Amount may be adjusted using Screen 119 -- Prepaid Voucher Amount Modify. Discount information may also be corrected.

Corrections to other fields are not valid. The check and voucher must be voided and a new prepaid voucher created.

- Void the check on Screen 110 - Void check. This reverses the accounting.
- Delete the check on Screen 192 - Check Reconciliation Modify to remove it from the check reconciliation file.
- Re-enter the voucher on Screen 109.

TRANSACTION CODES

TC = 160-169

Prepaid vouchers have transaction codes of 160-164 and 167-169.

TC = 165

Does not update the recon file; does a journal entry to cash voucher clearing (Screen 823) instead of affecting the bank.

TC = 166

A transaction code of 166 is a prepaid voucher that <u>does not update</u> the check reconciliation file, but does an offset to the bank. This transaction code does not require a check number.

FIELD DESCRIPTIONS

Action Line Information:

Vendor: 11 digits **Entry Required**
Enter the number identifying the vendor to be paid.

Voucher: 7 digits **Entry Required**
Type the number of the voucher to be created.

Default Cost Ref: 1 character
Indicate Y or N:
Y = Will display the cost reference fields for entry.

Screen Information:

Type: 1 digit
Designate the third digit of the transaction code, which indicates the type of voucher.

Note: If you enter a 6 in the Type: field, the system will not update the check reconciliation file with this voucher.

Dept. Ref. #: 7 digits
Reference #4 - Departmental voucher reference number.

Enclosure Code: 1 character **? Help Available**
Enter code indicating enclosures may be included. This will force separate checks for local vouchers. Vouchers will be grouped by identical codes.
Examples are:
A = Auditor
Blank = Not specified
C = Comptroller
L = Local
S = Audit Services
Y = Yes, enclosures

Invoice Date: 8 digits
The date the invoice was issued. If the user wants the system to calculate the discount, the invoice date must be entered. This date must be before or equal to the date the voucher is entered.

FIELD DESCRIPTIONS, cont'd

Order Date: 8 digits
Enter the date the order was placed.
(Required for state vouchers.)

Delivery Date: 8 digits
Designate the date goods/services are expected for delivery.
(Required for state vouchers.)

State Req Nbr: 11 digits
Used to record the State Requisition Number.

GSC Ord: 7 characters
TBPC (General Services Commission) defined code for purchase orders requiring their approval.

Description: 35 characters
Enter a description of the voucher to be created.

Check Nbr: 6 digits **Entry Required**
Indicate the check number printed on the check.

Check Dt: 8 digits **Entry Required**
Date check was printed.

Cust AR NBR: 25 digits
This field is used for the customer Accounts Receivable number assigned to purchaser by vendor.

Discount Type: 1 character **? Help Available**
Examples are:
D = Dollar value
P = Percent value
T = Code taken from Vendor record
V = Code based on Discount code
Blank = No discount applied

Disc. Amt: 11 digits
When used with discount type 'D', designates the dollar amount of the discount to be applied. When used with discount type 'P', indicates the percent discount to be applied.

FIELD DESCRIPTIONS, cont'd

Alt. Vendor: 11 digits
Used if payment is a reimbursement to the alternate vendor (agency).

W2/SSN: 9 digits
Enter the identification number (Social Security number on W2 form) for employee, if the voucher is for services (i.e., moving).

Travel Hotel Zip: 9 digits
The zip code of the hotel used for travel to determine percentage usage, and if the state discount rate is being utilized.

USAS Doc Type: 1 character
Indicate a USAS-defined document type code that determines processing at the state.

PCC Code: 1 character **? Help Available**
A General Services Commission (GSC) defined Purchase Category Code that identifies various purchase types and associated payments.

PDT Code: 2 characters **? Help Available**
A USAS defined Payment Distribution Type code that identifies how transactions will be combined for warrants and direct deposits.

LDT Codes: 2 characters each **? Help Available**
USAS Descriptive/Legal Text that identifies up to 5 stamps to be put on a voucher.

IC: 1 character **? Help Available**
Identify the interest calculation procedure to be followed. Valid values are:

A =Accept Scheduling of Late Payment
BLANK = None
F = Force Interest Calculation
R = Refuse Interest Calculation

Reason: 2 characters **? Help Available**
Include the reason for interest exemption: Valid values are:

AD	=	Agency Discretion Exercised
AI	=	Automation Issue(s)
AP	=	Advance Payment
DP	=	Disputed Payment
DT	=	Direct Payment of Travel Expenses
FC	=	FED Contract/Terms Prohibit Pymt
GE	=	GSC Exemption Granted 7 Documented
MI	=	Mailing Instr On PO Not Followed
NI	=	No Invoice Received

Cont Wk Force: 1 character
Identify if this payment is to be flagged as a Contract Work Force Payment.

Line Item Information:

Ln: 2 digits
Line number of an item currently being entered on a voucher.

Account: 15 digits
The number of the account to be debited.

P.O. Number: 7 digits
The purchase order number. Also Reference #1.

Encumb Obj: 4 digits
Object code used when the encumbrance was created.

P/F/N Liq Ind: 1 character **? Help Available**
Encumbrance liquidation indicator:
P = Partial liquidation
F = Full liquidation
N = No liquidation

Bank: 5 digits (nnnnn)
The number of the bank used for the voucher transaction. If blank, it will be the default bank assigned to GL or SL or SA account.

Comp. Code: 4 digit
State Comptroller Object Code (required for state vouchers).

FIELD DESCRIPTIONS, cont'd

Item Amount: 12 digits
The dollar amount for a specific item on a voucher.

1099: 1 character/digit **? Help Available**
Examples are:

Blank	=	Not Required			
F	=	Foreign Indiv - 1042S Reportable			
N	=	Not 1099	6	=	Medical and Health Care Payments
0	=	Crop Insurance	7	=	Nonemployee Compensation
1	=	Rents	8	=	Substitute Payments for Interest
2	=	Royalties	9	=	Direct Sales > $5000 For Resale
3	=	Other Income			
4	=	Federal Income Tax Withheld			
5	=	Fishing Boat Proceeds			

Dup Inv Ovrrd: 1 character
Y = Allow creation of voucher for previously entered invoice. (Duplicate Invoice Override)

Inv.: 14 digits
Indicate the number of the invoice to be paid.

PCA: 5 digits
Enter the Program Cost Account code, a USAS required field used as a coding reduction field. Used to override the calculated PCA code. Should be used primarily on vouchers against GL accounts.

Cost Ref 1, 2, 3: 7 characters
These three fields are to be used for cost reference accounting entries.

Dates:

Inv Rec: 6 digits
Enter the date the invoice was received. This must be (1) after or equal to the invoice date and (2) before or equal to the date the voucher is being entered.

Delv: 8 digits
Indicate the date items/services were received.

FIELD DESCRIPTIONS, cont'd

Req Pay: 8 digits
Include the date payment is required.

IC: 1 character **? Help Available**
Identify the interest calculation procedure to be followed. Valid values are:

A = Accept Scheduling of Late Payment
BLANK = None
F = Force Interest Calculation
R = Refuse Interest Calculation

Rsn: 2 characters **? Help Available**
Include the reason for interest exemption: Valid values are:

AD = Agency Discretion Exercised
AI = Automation Issue(s)
AP = Advance Payment
DP = Disputed Payment
DT = Direct Payment of Travel Expenses
FC = FED Contract/Terms Prohibit Pymt
GE = GSC Exemption Granted 7 Documented
MI = Mailing Instr On PO Not Followed
NI = No Invoice Received

Current Batch Information:

Transactions: 6 digits
Displays the number of transactions processed.

Amount: 18 digits
Shows the total amount of the transactions processed.

Batch: 6 characters/digits
Indicates the current batch reference.

Date: 8 digits
Displays the session date entered on the batch header.

FIELD DESCRIPTIONS, cont'd

Additional Functions

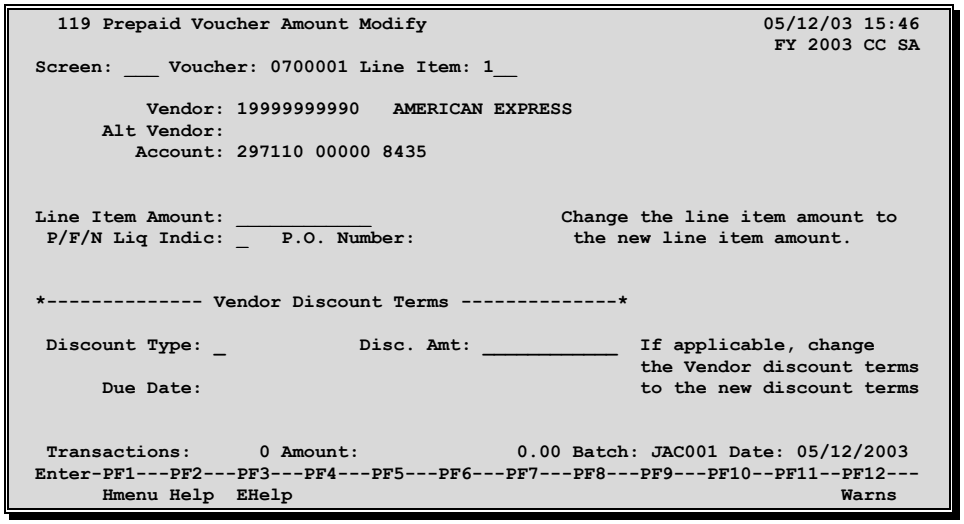
PF KEYS	See Appendix for explanation of standard PF Keys
PF9 Multi	Allows additional line items to be entered for multi-account vouchering, if necessary.
PF10 Desc	Provides space for a longer description to be entered.
PF12 Warns	Displays nonfatal warning messages.

Modify Prepaid Voucher Amount

The amount of a prepaid voucher entered on Screen 109 can be modified using Screen 119. The change will update both the check reconciliation file and the voucher file. The information necessary for modification can be obtained on Screen 161, Screen 163, or Screen 186.

Prepaid revolving vouchers which were entered on Screen 139, may also be modified using Screen 109.

Screen 119 - Prepaid Voucher Amount Modify


119 Prepaid Voucher Amount Modify
05/12/03 15:46
FY 2003 CC SA
Screen: ___ Voucher: 0700001 Line Item: 1__
Vendor: 19999999990 AMERICAN EXPRESS
Alt Vendor:
Account: 297110 00000 8435
Line Item Amount: _____
P/F/N Liq Indic: _ P.O. Number:
Change the line item amount to the new line item amount.
---------- Vendor Discount Terms ----------
Discount Type: _ Disc. Amt: _____
Due Date:
If applicable, change the Vendor discount terms to the new discount terms
Transactions: 0 Amount: 0.00 Batch: JAC001 Date: 05/12/2003
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp
Warns

BASIC STEPS

- Open a session on Screen 130.
- Advance to Screen 119.
- Enter the required information on the Action Line.
- Press <ENTER>.
- If approved, message stating "Record has been successfully modified" will appear.
- Close the session on Screen 130.

PREPAID VOUCHER MODIFICATION PROCESSES

When the prepaid voucher information is entered on the Action Line and <ENTER> is pressed, the voucher amount and due date are displayed.

To modify the amount, enter the new (desired) amount in the Line Item Amount: field. The amount entered in the field should reflect the modified invoice amount before discounts. The Discount Amount should reflect the amount of discount given to the buyer, and should be deducted from the gross amount.

Do not enter the modified voucher amount in the Discount: field. This field is only for use when discounts should have been entered on Screen 109 - Prepaid Voucher Create.

After entering these amounts, the resulting net amount (new invoice amount minus discount amount) will be shown in the Net Amount: field on Screen 169. Background accounting detail may be viewed on Screen 127.

FIELD DESCRIPTIONS

Action Line Information:

Voucher: 7 digits — **Entry Required**
Enter the number of the voucher to be modified.

Line Item: 3 digits — **Entry Required**
Type the line number of an item currently being entered on a voucher.

Screen Information:

Vendor: 50 characters
Displays the number and name identifying the vendor to be paid.

Alt Vendor: 11 digits
Shows if an alternate vendor is receiving payment.

Account: 15 digits
Indicates the number of the account to be debited.

Line Item Amount: 12 digits
This field is used to indicate the dollar amount to be paid by account number for a specified line item.

Note: Enter new Line Item Amount ONLY if adjusting invoice amount.

FIELD DESCRIPTIONS, cont'd

P/F/N Liq Indic: 1 character **? Help Available**
Encumbrance liquidation indicator:
P = Partial Liquidation
F = Full Liquidation
N = No OC Liquidation
BLANK

P.O. Number: 7 digits
The purchase order number. Also Reference #1.

Discount Type: 1 character **? Help Available**
Examples are:
D = Dollar value
P = Percentage value
V = Code taken from Vendor record
T =Code based on Discount code

Disc. Amt: 12 digits
Indicates amount of applicable discount. This will be deducted from the gross amount and result in a net amount paid the vendor.

> ***Note: Enter Discount Information ONLY if discount of Voucher Line Item occurred before Due Date.***

Due Date: 8 digits
Indicates the date the voucher is due.

Current Batch Information:

Transactions: 6 digits
Displays the number of transactions processed.

Amount: 18 digits
Indicates the total amount of the transactions processed.

Batch: 6 characters/digits
Shows the current batch reference.

Date: 8 digits
Displays the session date entered on the batch header.

FIELD DESCRIPTIONS, cont'd

Additional Functions

PF KEYS — See Appendix for explanation of standard PF Keys.

PF12 Warns — Displays nonfatal warning messages.

Prepaid
Credit Memo

Prepaid credit memos are created to record a credit to a prepaid voucher, which is a voucher created to represent a manually produced check that was either handwritten or prepared by a PC system. Entering a prepaid credit memo is the same as entering a regular credit memo where the check date and check number are to be included.

After pressing <ENTER> for data acceptance, a pop-up window will appear asking for additional transactions from different accounts paying the same vendor**. A maximum of ten lines/accounts can be processed on a single prepaid credit memo**. This process enables FAMIS to record the credit memo.

Screen 116 - Prepaid Credit Memo

```
  116 Prepaid Credit Memo          AMERICAN EXPRESS              05/12/03 15:47
                                                                  FY 2003 CC SA
Screen: ___ Vendor: 19999999991 Voucher: 0______ Default Cost Ref: N

         Type: 2            Dept. Ref. #: _______    Enclosure Code: _
 Invoice Date: 05/04/03__     Order Date: 04/30/01__
State Req Nbr: _________       GSC Ord: _______
  Description: DESK CLOCK WRONG COLOR_________________    Check Nbr: 0001201
               ____________________________________       Check  Dt: 10/05/01__
  Cust AR NBR: AE0000034_________________
Discount Type: _                                        Disc. Amt: __________
   Alt.Vendor: __________     W2/SSN: _________  Travel Hotel Zip: _________
USAS Doc Type: _            PCC Code: _             PDT Code: __
    LDT Codes: __ __ __ __ __ __                    IC: _  Reason: __
Cont Wk Force: _                                                      Dup
                     P.O.  Encumb  P/F/N          Comp.    Item          Inv
 Ln      Account    Number  Obj.  Liq Ind  Bank  Code    Amount    1099 Ovrrd
  1 127030 00000 4010 _______ ____    _    _____ 0001 33.00_____  _    _
    Inv: _____________ PCA: _____   Cost Ref 1: _______ 2: _______ 3: _______
  Dates: Inv Rec: _________ Delv: __________ Req Pay: _________ IC: _ Rsn: __
 Transactions:      0 Amount:            0.00 Batch: JAC001 Date: 05/12/2003
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp                          Multi Desc        Warns
```

Screen 116 with Multi-Account Vouchering Pop-up Window

```
 Screen: 116          ** Multi-Account Vouchering **
                                  Enc.                Comp.
            Account       P.O.Num  Obj. P/F/N  Bank   Code    Amount     1099
 Ln: 1  127030 00000 4010 _______ ____ _ _____ _____ 0001 _______33.00   _
Inv: _____________ PCA: _____ Cost Ref 1: _______ 2: _______ 3: _______
Dates: Inv Rec: _________ Delv: __________ Req Pay: _________ IC: _ Rsn: __

 Ln: 2 ______ _____ ____ _______ ____ _ _____ ____ _____________   _
Inv: _____________ PCA: _____ Cost Ref 1: _______ 2: _______ 3: _______
Dates: Inv Rec: _________ Delv: __________ Req Pay: _________ IC: _ Rsn: __

 Ln: 3 ______ _____ ____ _______ ____ _ _____ ____ _____________   _
Inv: _____________ PCA: _____ Cost Ref 1: _______ 2: _______ 3: _______
Dates: Inv Rec: _________ Delv: __________ Req Pay: _________ IC: _ Rsn: __

 Ln: 4 ______ _____ ____ _______ ____ _ _____ ____ _____________   _
Inv: _____________ PCA: _____ Cost Ref 1: _______ 2: _______ 3: _______
Dates: Inv Rec: _________ Delv: __________ Req Pay: _________ IC: _ Rsn: __

Total Posted Items: 0   Total Working Items: 1              _________33.00

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp Exit  ECopy       Bkwd  Frwd  SCopy             Cancl
```

TRANSACTION CODES

TC = 170-174
Prepaid vouchers

TC = 175
Cash Voucher transactions not currently available

TC = 176
A transaction code of 176 is a prepaid voucher that ***does not update*** the check reconciliation file.

TC = 177-179
Prepaid vouchers

BASIC STEPS

- Open a session using Screen 130.
- Advance to Screen 116.
- Type valid data in the available fields.
- The pop-up screen will appear allowing the user to enter additional accounts paying for items from the same vendor; maximum number of accounts is 10. If this information is not necessary, simply press the <ENTER> key and the information will pass back to Screen 116. Press <ENTER> to process the data and close the session on Screen 130.
- Press <ENTER> to record the information.
- Advance to Screen 130 and close the session.

FIELD DESCRIPTIONS

Action Line Information:

Vendor:	11 digits Enter the number identifying the vendor to be paid.	**Entry Required**
Voucher:	7 digits Type the number of the voucher to be created.	**Entry Required**
Default Cost Ref:	1 character Enter Y or N Y = Will display the cost reference fields for entry.	**Entry Required**

FIELD DESCRIPTIONS, cont'd

Screen Information:

Type: 1 digit
Enter the third digit of the transaction code, which indicates the type of voucher.

Note: If you enter a 6 in the Type: field, the system will not update the check reconciliation file with this voucher.

Dept. Ref. #: 7 digits
Reference #4 - Departmental voucher reference number

Enclosure Code: 1 character **? Help Available**
Type the appropriate code indicating enclosures may be included. This will force separate checks for local vouchers. Vouchers will be grouped by identical codes.
Examples are:
A = Auditor
Blank = Not specified
C = Comptroller
L = Local
S = Audit Services
Y = Yes, enclosures

Invoice Date: 8 digits
The date the invoice was issued. If the user wants the system to calculate the discount, the invoice date must be entered. This date must be before or equal to the date the voucher is entered.

Order Date: 8 digits
Designate the date the order was placed. (Required for state vouchers.)

State Req Nbr: 11 digits
This field indicates the State Requisition Number

GSC Ord: 7 characters
TBPC (General Services Commission) defined code for purchase orders requiring their approval.

Description: 35 characters
Enter a description of the voucher to be created.

FIELD DESCRIPTIONS, cont'd

Check Nbr: 6 digits **Entry Required**
Type the check number printed on check.

Check Dt: 8 digits **Entry Required**
Show the date the check was printed.

Cust AR NBR: 25 digits
Designate the customer Accounts Receivable number assigned to purchaser by vendor.

Discount Type: 1 character **? Help Available**
Examples are:
D = Dollar value
P = Percentage value
V = Code taken from Vendor record
T = Code based on Discount code

Disc. Amt: 11 digits
When used with discount type 'D', the dollar amount of the discount to be applied. When used with discount type 'P', the percent discount to be applied.

Alt. Vendor: 11 digits
This field is used if an alternate vendor is receiving payment.

W2/SSN: 9 digits
Indicate the identification number (Social Security number on W2 form) for employee if the voucher is for services (i.e., moving).

Travel Hotel Zip: 9 digits
Type the ZIP code of the hotel used for travel to determine percentage usage, and if the state discount rate is being utilized.

USAS Doc Type: 1 character
This field is for a USAS defined document type code that determines processing at the state.

PCC Code: 1 character **? Help Available**
Indicate a General Services Commission (GSC) defined Purchase Category Code that identifies various purchase types and associated payments.

FIELD DESCRIPTIONS, cont'd

PDT Code: 1 character **? Help Available**
Enter a USAS defined Payment Distribution Type code that identifies how transactions will be combined for warrants and direct deposits.

LDT Codes: 2 characters each **? Help Available**
USAS Descriptive/Legal Text that identifies up to 5 stamps to be put on a voucher.

IC: 1 character **? Help Available**
Identify the interest calculation procedure to be followed. Valid values are:

A = Accept Scheduling of Late Payment
BLANK = None
F = Force Interest Calculation
R = Refuse Interest Calculation

Reason: 2 characters **? Help Available**
Include the reason for interest exemption: Valid values are:

AD = Agency Discretion Exercised
AI = Automation Issue(s)
AP = Advance Payment
DP = Disputed Payment
DT = Direct Payment of Travel Expenses
FC = FED Contract/Terms Prohibit Pymt
GE = GSC Exemption Granted 7 Documented
MI = Mailing Instr On PO Not Followed
NI = No Invoice Received

Cont Wk Force: 1 character
Identify if this payment is to be flagged as a Contract Work Force Payment.

Line Item Information:

Ln: 2 digits
Shows the line number of an item currently being entered on a voucher.

Account: 15 digits
Indicate the number of the account to be debited.

FIELD DESCRIPTIONS, cont'd

P.O. Number: 7 digits
Enter the purchase order number. Also Reference #1.

Encumb Obj: 4 digits
Designate the object code used when the encumbrance was created.

P/F/N Liq Ind: 1 character **? Help Available**
Encumbrance liquidation indicator:
P = Partial liquidation
F = Full liquidation
N = No liquidation

Bank: 5 digits (nnnnn)
Type the number of the bank used for the voucher transaction. If blank, it will be the default bank assigned to GL or SL or SA account.

Comp. Code: 4 digits
Enter the State Comptroller Object Code (required for state vouchers).

Item Amount: 12 digits
Show the dollar amount for a specific item on a voucher.

1099: 1 character/digit **? Help Available**
Examples are:

Blank	=	Not Required			
F	=	Foreign Indiv - 1042S Reportable			
N	=	Not 1099	6	=	Medical and Health Care Payments
0	=	Crop Insurance	7	=	Nonemployee Compensation
1	=	Rents	8	=	Substitute Payments for Interest
2	=	Royalties	9	=	Direct Sales > $5000 For Resale
3	=	Other Income			
4	=	Federal Income Tax Withheld			
5	=	Fishing Boat Proceeds			

Dup Inv Ovrrd: 1 character
Y = Allow creation of voucher for previously entered invoice. (Duplicate Invoice Override)

Inv: 14 digits
Enter the number of the invoice to be paid.

FIELD DESCRIPTIONS, cont'd

PCA: 5 digits
Show the Program Cost Account code, a USAS required field used as a coding reduction field. Used to override the calculated PCA code. Should be used primarily on vouchers against GL accounts.

Cost Ref 1, 2, 3: 7 characters
These three fields are to be used for cost reference accounting entries.

Dates:

Inv Rec: 6 digits
Enter the date the invoice was received. This must be (1) after or equal to the invoice date and (2) before or equal to the date the voucher is being entered.

Delv: 8 digits
Indicate the date items/services were received.

Req Pay: 8 digits
Include the date payment is required.

IC: 1 character **? Help Available**
Identify the interest calculation procedure to be followed. Valid values are:

A =Accept Scheduling of Late Payment
BLANK = None
F = Force Interest Calculation
R = Refuse Interest Calculation

Rsn: 2 characters **? Help Available**
Include the reason for interest exemption: Valid values are:

AD = Agency Discretion Exercised
AI = Automation Issue(s)
AP = Advance Payment
DP = Disputed Payment
DT = Direct Payment of Travel Expenses
FC = FED Contract/Terms Prohibit Pymt
GE = GSC Exemption Granted 7 Documented
MI = Mailing Instr On PO Not Followed
NI = No Invoice Received

FIELD DESCRIPTIONS, cont'd

Current Batch Information:

Transactions: 6 digits
Indicates the number of transactions processed.

Amount: 18 digits
Shows the total amount of the transactions processed.

Batch: 6 characters/digits
Displays the current batch reference.

Date: 8 digits
Shows the session date entered on the batch header.

Additional Functions

PF KEYS See Appendix for explanation of standard PF Keys.

PF9 Multi Allows additional line items to be entered for multi-account vouchering, if necessary.

PF10 Desc Provides space for a longer description to be entered.

PF12 Warns Displays nonfatal warning messages.

ACCOUNTS PAYABLE

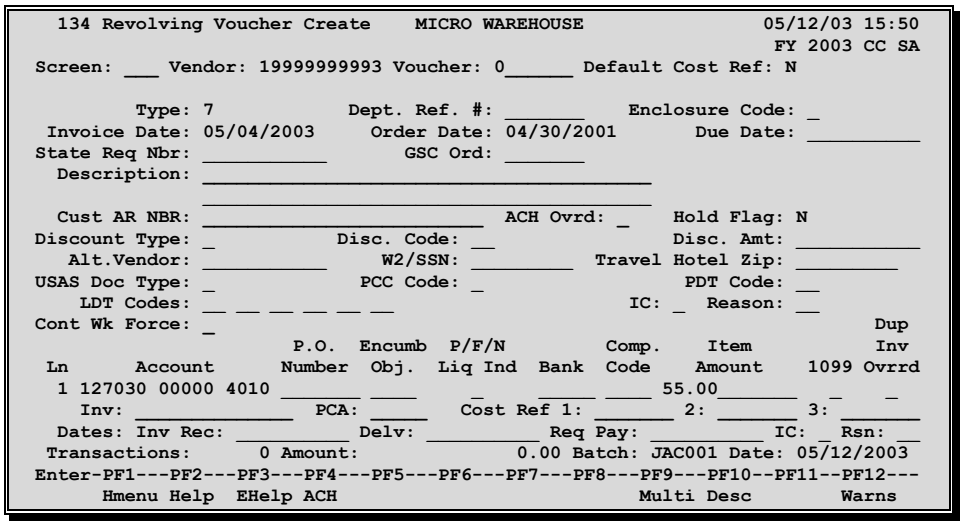
REVOLVING VOUCHERS

Create
Revolving Voucher

Screen 134 is used to enter a revolving voucher. Both a check and a state voucher will be created. The revolving voucher is used to pay a vendor with local funds and request reimbursement from state funds. Typically, this has been used to get a check in the mail to a vendor very quickly.

But since the intent is to pay from state funds the request for payment (state voucher) is sent to the state. The warrant, when returned to the issuing agency, is deposited in a 'Due From State' account.

Screen 134 - Revolving Voucher Create



```
  134 Revolving Voucher Create    MICRO WAREHOUSE                 05/12/03 15:50
                                                                   FY 2003 CC SA
Screen: ___ Vendor: 19999999993 Voucher: 0______ Default Cost Ref: N

         Type: 7            Dept. Ref. #: _______     Enclosure Code: _
 Invoice Date: 05/04/2003     Order Date: 04/30/2001       Due Date: __________
State Req Nbr: __________       GSC Ord: _______
  Description: ____________________________________
               ____________________________________
  Cust AR NBR: _____________________ ACH Ovrd: _    Hold Flag: N
Discount Type: _           Disc. Code: __              Disc. Amt: __________
   Alt.Vendor: __________     W2/SSN: _________  Travel Hotel Zip: _________
USAS Doc Type: _            PCC Code: _                PDT Code: __
    LDT Codes: __ __ __ __ __ __                    IC: _  Reason: __
Cont Wk Force: _                                                    Dup
                     P.O.  Encumb  P/F/N          Comp.    Item        Inv
 Ln      Account    Number  Obj.  Liq Ind  Bank  Code    Amount    1099 Ovrrd
  1 127030 00000 4010 _______ ____    _    _____ ____ 55.00_______ _    _
    Inv: _____________  PCA: _____   Cost Ref 1: _______ 2: _______ 3: _______
  Dates: Inv Rec: __________ Delv: __________ Req Pay: __________ IC: _ Rsn: __
 Transactions:      0 Amount:              0.00 Batch: JAC001 Date: 05/12/2003
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp ACH                          Multi Desc        Warns
```

BASIC STEPS

- Open a session on Screen 130.
- Advance to Screen 134.
- Type valid data in the fields available and press <ENTER> to record the information.
- Return to Screen 130 and close the session.

REVOLVING VOUCHER PROCESSES

A regular purchase voucher can be printed if options are set in the state voucher cycle. Contact the FAMIS Services Team to set these options.

- Revolving vouchers set up a 'Due From the State' accounting entry. The Due From the State account is defined on Screen 823 and always uses the account control of 1150.

- When the reimbursement warrant is returned from the state, it must be deposited in this 'Due From the State' account in order to clear the account.
- Separate checks will always be produced.
- Can't do credit memos on revolving vouchers.
- The revolving voucher transaction code has a '7' in the Type: field.
- The remaining fields are identical to Screen 104.

Automatic Voucher Numbering

- FAMIS will automatically assign a voucher number if a valid prefix is typed in the voucher field. The user can set up valid prefixes on Screen 834 - Voucher Type Create. These prefixes can be viewed on Screen 835 - Last Voucher Number Used Table.
- Type a valid prefix value in the Voucher: field and press <ENTER>.
- Begin entering voucher information. After final data acceptance, the assigned voucher number will be given in the message above the Screen: field.

Creating a Single Voucher for Multi-Accounts

Before a voucher is accepted, a pop-up screen asking for Multi-Account Vouchering information appears. Accounts paying the same vendor can be paid with a single voucher. Four accounts can be entered at a time. To enter additional accounts, press PF8 to enter up to twenty lines of information. If no additions are necessary, simply press <ENTER> to return to Screen 111.

Screen 134 - Pop-up Window for Entering Multi-Accounts

```
 Screen: 134          ** Multi-Account Vouchering **
                                  Enc.                    Comp.
            Account       P.O.Num  Obj. P/F/N  Bank    Code    Amount     1099
 Ln: 1  127030 00000 4010 _______  ____  _     15001   7300  _______55.00   _
Inv: 1290789_______   PCA: _____   Cost Ref 1: _______ 2: _______ 3: _______
Dates: Inv Rec: __________ Delv: __________ Req Pay: __________ IC: _ Rsn: __

 Ln: 2  ______ _____ ____ _______  ____  _  _____  ____  _____________   _
Inv: _____________   PCA: _____   Cost Ref 1: _______ 2: _______ 3: _______
Dates: Inv Rec: __________ Delv: __________ Req Pay: __________ IC: _ Rsn: __

 Ln: 3  ______ _____ ____ _______  ____  _  _____  ____  _____________   _
Inv: _____________   PCA: _____   Cost Ref 1: _______ 2: _______ 3: _______
Dates: Inv Rec: __________ Delv: __________ Req Pay: __________ IC: _ Rsn: __

 Ln: 4  ______ _____ ____ _______  ____  _  _____  ____  _____________   _
Inv: _____________   PCA: _____   Cost Ref 1: _______ 2: _______ 3: _______
Dates: Inv Rec: __________ Delv: __________ Req Pay: __________ IC: _ Rsn: __

Total Posted Items: 0   Total Working Items: 1              _________55.00

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp Exit  ECopy       Bkwd  Frwd  SCopy             Cancl
```

FIELD DESCRIPTIONS

Action Line Information:

Vendor: 11 digits **Entry Required**
Enter the number identifying the vendor to be paid.

Voucher: 7 digits **Entry Required**
Type the number of the voucher to be processed or valid prefix to get a number assigned.

Default Cost Ref: 1 character
Enter Y or N
Y = Will display the cost reference fields for entry.

Screen Information:

Type: 1 digit
This field will always display 7, which cannot be changed.

Dept. Ref. #: 7 digits
Reference #4 - Departmental voucher reference number

Enclosure Code: 1 character **? Help Available**
Type a code indicating enclosures may be included. This will force separate checks for local vouchers. Vouchers will be grouped by identical codes.
Examples are:
A = Auditor
Blank = Not specified
C = Comptroller
L = Local
S = Audit Services
Y = Yes, enclosures

Invoice Date: 8 digits
The date the invoice was issued. If the user wants the system to calculate the discount, the invoice date must be entered. This date must be before or equal to the date the voucher is entered.

Order Date: 8 digits
Enter the date the order was placed. (Required for state vouchers.)

FIELD DESCRIPTIONS, cont'd

Due Date: 8 digits
Show the due date for the payment. This field determines when the voucher is pulled to cycle for payment.

State Req Nbr: 11 digits
Indicate the State Requisition Number.

GSC Ord: 7 characters
TBPC (General Services Commission) defined code for purchase orders requiring their approval.

Description: 35 characters
Enter a description of the voucher to be created.

Cust AR NBR: 25 digits
Include the customer Accounts Receivable number assigned to purchaser by vendor.

ACH Ovrd 1 character
Enter 'Y' to override the sending of ACH (Automated Clearinghouse) for a vendor. This keeps the routing information available. Checks will be created for the vendor until reset.

Hold Flag: 1 character **? Help Available**
Designate flag indicator: N or Blank = No hold on voucher print.
Y = Do not print check/voucher.

Discount Type: 1 character **? Help Available**
Examples are:
D = Dollar value
P = Percentage value
V = Code taken from Vendor record
T = Code based on Discount code table

Disc. Code: 2 characters
This field is used for pre-defined discount codes.
Values can be viewed on Screen 808.

FIELD DESCRIPTIONS, cont'd

Disc. Amt: 11 digits
When used with discount type 'D', enter the dollar amount of the discount to be applied. When used with discount type 'P', enter the percent discount to be applied.

Alt. Vendor: 11 digits
Alternate vendor receiving payment. Check will be made to the alternate vendor.

W2/SSN: 9 digits
Include the identification number (Social Security number on W2 form) for employee if the voucher is for services (i.e., moving).

Travel Hotel Zip: 9 digits
ZIP code of the hotel used for travel to determine percentage usage, and if the state discount rate is being utilized.

USAS Doc Type: 1 character
This field is for a USAS defined document type code that determines processing at the state.

PCC Code: 1 character **? Help Available**
A General Services Commission (GSC) defined Purchase Category Code that identifies various purchase types and associated payments.

PDT Code: 1 character **? Help Available**
This USAS defined Payment Distribution Type code identifies how transactions will be combined for warrants and direct deposits.

LDT Codes: 2 characters each **? Help Available**
USAS Descriptive/Legal Text that identifies up to 5 stamps or sets of verbiage to be put on a voucher.

FIELD DESCRIPTIONS, cont'd

IC: 1 character **? Help Available**
Identify the interest calculation procedure to be followed. Valid values are:

A =Accept Scheduling of Late Payment
BLANK = None
F = Force Interest Calculation
R = Refuse Interest Calculation

Reason: 2 characters **? Help Available**
Include the reason for interest exemption: Valid values are:

AD = Agency Discretion Exercised
AI = Automation Issue(s)
AP = Advance Payment
DP = Disputed Payment
DT = Direct Payment of Travel Expenses
FC = FED Contract/Terms Prohibit Pymt
GE = GSC Exemption Granted 7 Documented
MI = Mailing Instr On PO Not Followed
NI = No Invoice Received

Cont Work Force: 1 character
Indicates that this payment is flagged as a Contract Work Force Payment

Line Item Information:

Ln: 2 digits
Displays the line number of an item currently being entered on a voucher.

Account: 15 digits
Indicate the number of the account to be debited.

P.O. Number: 7 digits
Designate the purchase order number. Also Reference #1.

Encumb Obj: 4 digits
Enter the object code used when the encumbrance was created.

FIELD DESCRIPTIONS, cont'd

P/F/N Liq Ind: 1 character **? Help Available**
Encumbrance liquidation indicator:
P = Partial liquidation
F = Full liquidation
N = No liquidation

Bank: 5 digits (nnnnn)
Enter the number of the bank used for the voucher transaction. If blank, it will be the default bank assigned to GL or SL or SA account.

Comp. Code: 4 digit
State Comptroller Object Code (required for state vouchers) will default, but can be changed.

Item Amount: 12 digits
Enter the dollar amount for a specific item on a voucher.

1099: 1 character/digit **? Help Available**
Examples are:

Blank	=	Not Required			
F	=	Foreign Indiv - 1042S Reportable			
N	=	Not 1099	6	=	Medical and Health Care Payments
0	=	Crop Insurance	7	=	Nonemployee Compensation
1	=	Rents	8	=	Substitute Payments for Interest
2	=	Royalties	9	=	Direct Sales > $5000 For Resale
3	=	Other Income			
4	=	Federal Income Tax Withheld			
5	=	Fishing Boat Proceeds			

Dup Inv Ovrrd: 1 character
Y = Allow creation of voucher for previously entered invoice. (Duplicate Invoice Override)

Inv: 14 digits
Enter the number of the invoice to be paid.

PCA: 5 digits
Include the Program Cost Account code, a USAS required field used as a coding reduction field. Used to override the calculated PCA code. Should be used primarily on vouchers against GL accounts.

FIELD DESCRIPTIONS, cont'd

Cost Ref 1, 2, 3: 7 characters
Use these three fields to be used for cost reference accounting entries.

Dates:

Inv Rec: 6 digits
Enter the date the invoice was received. This must be (1) after or equal to the invoice date and (2) before or equal to the date the voucher is being entered.

Delv: 8 digits
Indicates the receiving (delivery) date for vouchers created via the Purchasing Module of FAMIS. When a voucher is created on Screen 345, the receiving date is picked up from the limited purchase received date or from the date of the receiving document for documents where a receiving document was created.

Req Pay: 8 digits
Include the date payment is required.

IC: 1 character
Identify the interest calculation procedure to be followed. Valid values are:

A	=Accept Scheduling of Late Payment
BLANK	= None
F	= Force Interest Calculation
R	= Refuse Interest Calculation

Rsn: 2 characters
Code to indicate the reason that this payment is exempt from interest calculation.

Current Batch Information:

Transactions: 6 digits
Indicates the number of transactions processed.

Amount: 18 digits
Shows the total amount of the transactions processed.

Batch: 6 characters/digits
Displays the current batch reference.

FIELD DESCRIPTIONS, cont'd

Date: 8 digits
Shows the session date entered on the batch header.

Additional Functions

PF KEYS See Appendix for explanation of standard PF Keys.

PF4 ACH Displays the Automated Clearing House bank information if this is an ACH vendor.

PF9 Multi Allows additional line items to be entered for multi-account vouchering, if necessary.

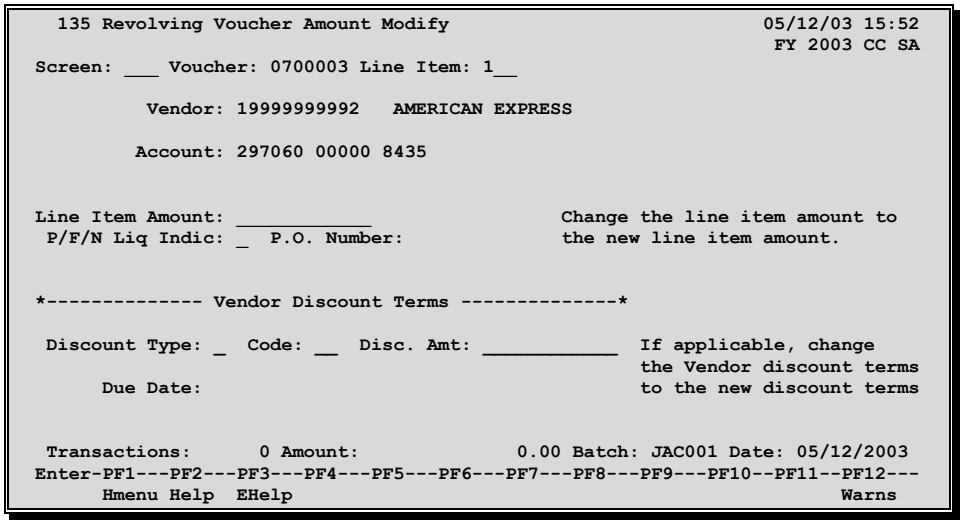
PF10 Desc Provides space for a longer description to be entered.

PF12 Warns Displays nonfatal warning messages.

Revolving Voucher Amount Modify

The amount of a revolving voucher entered on Screen 134 can be modified using Screen 135. These changes must be done ***before the state vouchers and checks are processed***. This screen is used primarily when a voucher was entered incorrectly.

Screen 135 - Revolving Voucher Amount Modify


135 Revolving Voucher Amount Modify
05/12/03 15:52
FY 2003 CC SA
Screen: ___ Voucher: 0700003 Line Item: 1__
Vendor: 19999999992 AMERICAN EXPRESS
Account: 297060 00000 8435
Line Item Amount: _____
P/F/N Liq Indic: _ P.O. Number:
Change the line item amount to the new line item amount.
---------- Vendor Discount Terms ----------
Discount Type: _ Code: __ Disc. Amt: _____
Due Date:
If applicable, change the Vendor discount terms to the new discount terms
Transactions: 0 Amount: 0.00 Batch: JAC001 Date: 05/12/2003
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp
Warns

BASIC STEPS

- Open a session on Screen 130.
- Advance to Screen 135.
- Enter valid data in the Action Line (voucher and line item). Press <ENTER>.
- After entering data, press <ENTER> for acceptance. If approved, message stating "Record has been successfully modified" will appear.

VOUCHER MODIFY PROCESSES

When the voucher information is entered on the Action Line and <ENTER> is pressed, the voucher amount and due date are displayed.

To modify the amount, enter the new (desired) amount in the Line Item Amount: field. The amount entered in the field should reflect the modified invoice amount before discounts. The Discount Amount should reflect the amount of discount given to the buyer, and should be deducted from the gross amount.

Do not enter the modified voucher amount in the Discount: field. This field is only for use when discounts should have been entered on Screen 134 - Revolving Voucher Create.

After entering these amounts, the resulting net amount (new invoice amount minus discount amount) will be shown in the Net Amount: field on Screen 169.

FIELD DESCRIPTIONS

Action Line Information:

Voucher: 7 digits — **Entry Required**
Enter the number of the voucher to be modified.

Line Item: 2 digits — **Entry Required**
Type the line number of an item currently being entered on a voucher.

Screen Information:

Vendor: 11 digits
Displays the number identifying the vendor to be paid.

Account: 15 digits
Indicates the number of the account to be debited.

Line Item Amount: 12 digits
Enter the dollar amount to be paid by account number for a specified line item.

P/F/N Liq Indic: 1 character **? Help Available**
Encumbrance liquidation indicator:
P = Partial liquidation
F = Full liquidation
N = No liquidation

P.O. Number: 7 digits
Displays the purchase order number. Also Reference #1.

FIELD DESCRIPTIONS, cont'd

Vendor Discount Terms:

Discount Type: 1 character **? Help Available**
Examples are:
D = Dollar value
P = Percentage value
V = Code taken from Vendor record
T = Code based on Discount code

Code: 2 characters
This field is for pre-defined discount codes. Values can be viewed on Screen 808.

Disc. Amt: 11 digits
Indicate the amount of applicable discount. This will be deducted from the gross amount and result in a net amount paid the vendor.

Due Date: 8 digits
Displays the due date of prepaid voucher.

Current Batch Information:

Transactions: 6 digits
Indicates the number of transactions processed.

Amount: 18 digits
Shows the total amount of the transactions processed.

Batch: 6 characters/digits
Designates the current batch reference.

Date: 8 digits
Shows the session date entered on the batch header.

Additional Functions

PF KEYS See Appendix for explanation of standard PF Keys.

PF12 Warns Displays nonfatal warning messages.

Drop A Revolving Voucher

To drop either a single line item from a revolving voucher or the entire voucher, use Screen 136. After entering the data on the Action Line, a pop-up window asking for confirmation of the deletion transaction will appear.

Screen 136 - Revolving Voucher Drop

```
  136 Revolving Voucher Drop                                    05/12/03 15:52
                                                                 FY 2003 CC SA
 Screen: ___ Voucher: 0001126 Fiscal Year: 2003

          Vendor: 10200000000        SHINE ON INDUSTRIES

   Line Item Nbr: ALL    * Enter a Line Item Nbr to drop a specific item from
                           a voucher.

                         * Type in 'ALL' to drop the entire voucher.









  Transactions:      0 Amount:              0.00 Batch: JAC001 Date: 05/12/2003
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp                                                 Warns
```

Screen 136 - Revolving Voucher Drop Pop-Up Window

```
  136 Revolving Voucher Drop                                    05/12/03 15:53
                                                                 FY 2003 CC SA
 Screen: ___ Voucher: 0001126 Fiscal Year: 2002

Vendor: 10200000000        SHINE ON INDUSTRIES
         +-----------------------------------------------------------+
    Line |                                                           | item from
         |               Voucher Drop Confirmation                   |
         |                                                           |
         |                      P.O.    Enc.  P/F/N         Comp     |
         |       Account       Number   Obj.   Ind.  Bank   Code     |
         |  440091 00000 4010                         12030  7300   |
         |                                                           |
         |                                  Cost    Cost    Cost     |
         |      Amount      Inv. Number     Ref 1   Ref 2   Ref 3   |
         |          111.55                                           |
         |                                                           |
         |                Enter 'Y' to Drop:                         |
         |                                                           |
         +-----------------------------------------------------------+
  Transactions:      3 Amount:            123.54 Batch: AMC001 Date: 05/12/03
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  WErrs       Copy  Paste Errs  Deflt                  Exit
```

BASIC STEPS

- Open a session on Screen 130.
- Advance to Screen 136.
- Enter valid data in the Action Line: fields. Press <ENTER> to access the data pertaining to the specified voucher.
- To drop a single line item from a revolving voucher, type a line item number in the Line Item: field. Press <ENTER>.
- Type 'ALL' in the Line Item: field to drop an entire voucher, and press <ENTER>.
- Once the pop-up window appears asking for confirmation of the deletion, enter: 'Y' to continue the deletion process or 'N' to have the process aborted.
- Close the session using Screen 130.

DROP REVOLVING VOUCHER PROCESSES

Drop A Single Line-Item from Multiple-Account Revolving Vouchers

When a multiple-account revolving voucher requires modification:

- Type the line item number of the account to be dropped.

Drop Multiple-Account Revolving Vouchers

In some cases, multiple distributions for revolving vouchers are created because of a need to spread expenses across multiple accounts. An example would be FAMIS producing one voucher due to several departments receiving invoices from the same vendor.

In cases like these, all lines of the multi-account revolving vouchers may be dropped with a single voucher drop transaction. This is only possible, however, if the same voucher number was used to create the multiple distributions. The system creates the appropriate accounting transactions for each account distribution that is dropped.

- Type 'ALL' in the Line Item Number: field and press <ENTER>.

FIELD DESCRIPTIONS

Action Line Information:

Voucher:	7 digits Enter the number of the voucher to be dropped.	**Entry Required**

FIELD DESCRIPTIONS, cont'd

Fiscal Year: 4 digits — **Entry Required**
Type the fiscal year the voucher was posted.

Screen Information:

Vendor: 11 digits
Displays the number identifying the vendor to be paid.

Line Item Nbr: 3 digits — **Entry Required**
Enter the line item number of a specific item on a voucher.

- Enter a Line Item Nbr to drop a specific item from a voucher. (Ex. for line item number 3, enter '003')
- Type in 'ALL' to drop the entire voucher.

Current Batch Information:

Transactions: 6 digits
Displays the number of transactions processed.

Amount: 18 digits
Shows the total amount of the transactions processed.

Batch: 6 characters/digits
Indicates the current batch reference.

Date: 8 digits
Shows the session date entered on the batch header.

Additional Functions

PF KEYS See Appendix for explanation of standard PF Keys.

PF12 Warns Displays nonfatal warning messages.

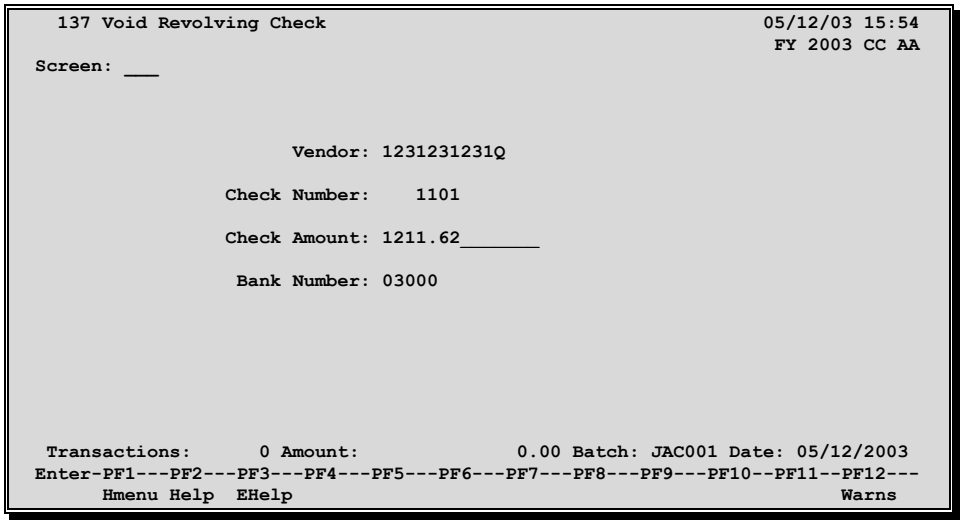
Void A Revolving Check

To void a check created in the check cycle, as a result of a revolving voucher entered on Screen 134 or 139, use Screen 137 - Revolving Check Void.

If the check was entered on Screen 134, only the revolving check portion will be deleted.

If the check was entered as a prepaid revolving voucher on Screen 139, the program will reverse both the revolving state voucher and revolving check, ***if the state voucher has not been processed***.

Screen 137 - Void Revolving Check



BASIC STEPS

- Open a session on Screen 130.
- Advance to Screen 137 and type valid data in the fields. Press <ENTER>.
- Type valid data in the available fields. All fields are required.
- Press <ENTER> for acceptance. If there is a problem with the check or voucher, a message will appear above the screen number. Otherwise, the check is considered void and a message stating "Check Voided - Use Screen 146 to void voucher" will appear.

FIELD DESCRIPTIONS

Screen Information:

Vendor:	11 digits Enter the number identifying the vendor on the revolving check.	**Entry Required**

FIELD DESCRIPTIONS, cont'd

Check Number:	6 digits Type the check number being deleted.	**Entry Required**
Check Amount:	14 digits Indicate the check amount which is used as another reference to confirm the correct check is being deleted.	**Entry Required**
Bank Number:	5 digits (nnnnn) Include the number of the bank used for the voucher transaction.	**Entry Required**

Current Batch Information:

Transactions:	6 digits Shows the number of transactions processed.
Amount:	18 digits Indicates the total amount of the transactions processed.
Batch:	6 characters/digits Displays the current batch reference.
Date:	8 digits Shows the session date entered on the batch header.

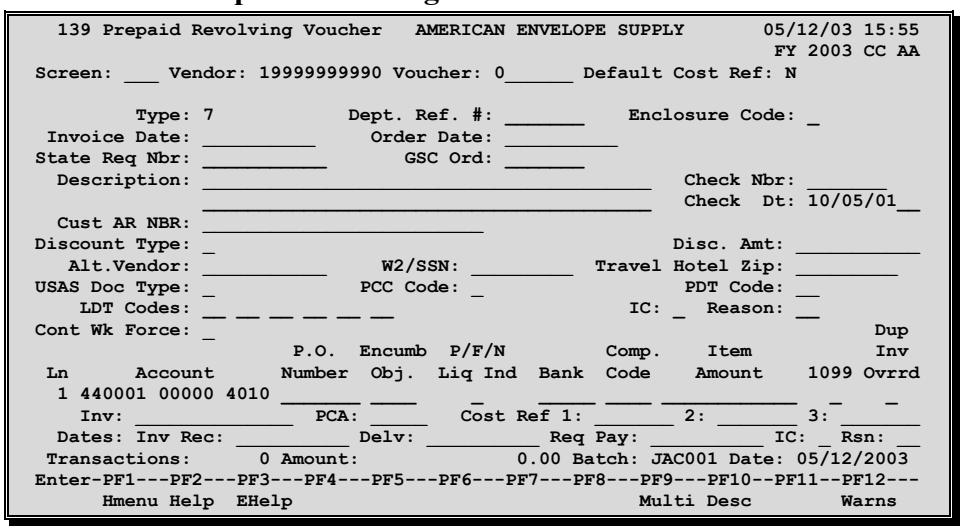
Additional Functions

PF KEYS	See Appendix for explanation of standard PF Keys.
PF12 **Warns**	Displays nonfatal warning messages.

Creating A Prepaid Revolving Voucher

Screen 139 is used to record the accounting for a check created outside the FAMIS check cycle and also to create a state voucher to be sent to the state for reimbursement. These checks are disbursed for expenses that are normally paid by the state, but for other reasons (rush order, etc.) are paid by the agency's local funds.

Screen 139 - Prepaid Revolving Voucher


139 Prepaid Revolving Voucher AMERICAN ENVELOPE SUPPLY 05/12/03 15:55
FY 2003 CC AA
Screen: ___ Vendor: 19999999990 Voucher: 0_____ Default Cost Ref: N
Type: 7 Dept. Ref. #: _____ Enclosure Code: _
Invoice Date: _____ Order Date: _____
State Req Nbr: _____ GSC Ord: _____
Description: _____ Check Nbr: _____
_____ Check Dt: 10/05/01__
Cust AR NBR: _____
Discount Type: _ Disc. Amt: _____
Alt.Vendor: _____ W2/SSN: _____ Travel Hotel Zip: _____
USAS Doc Type: _ PCC Code: _ PDT Code: __
LDT Codes: __ __ __ __ __ __ IC: _ Reason: __
Cont Wk Force: _
Ln Account P.O. Number Encumb Obj. P/F/N Liq Ind Bank Comp. Code Item Amount 1099 Dup Inv Ovrrd
1 440001 00000 4010 _____ ____ _ _____ ____ _____ _ _
Inv: _____ PCA: _____ Cost Ref 1: _____ 2: _____ 3: _____
Dates: Inv Rec: _____ Delv: _____ Req Pay: _____ IC: _ Rsn: __
Transactions: 0 Amount: 0.00 Batch: JAC001 Date: 05/12/2003
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp Multi Desc Warns

This process will set up a 'Due From the State' accounting entry. The warrant, when returned to the issuing agency, must be deposited in the 'Due From the State' account defined on Screen 823 in order to clear the account.

REVOLVING PREPAID VOUCHER CREATE

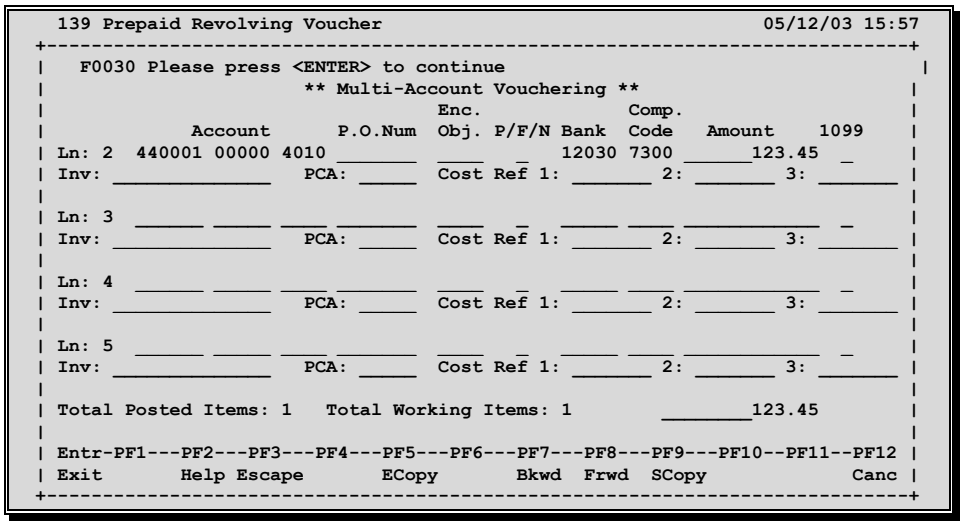
The two disbursement entries created are:

1) **Debit** - Subsidiary Ledger account
2) **Debit** - State Paid Revolving Clearing Account

Creating a Single Voucher for Multi-Accounts

Before a voucher is accepted, a pop-up screen asking for Multi-Account Vouchering information appears. Accounts paying the same vendor can be paid with a single voucher. To enter additional accounts, press PF8. **The maximum number allowed is ten lines/accounts.** If no additions are necessary, simply press <ENTER> to return to Screen 111.

Screen 139 - Pop-up window for a Revolving Prepaid


139 Prepaid Revolving Voucher 05/12/03 15:57
F0030 Please press <ENTER> to continue
** Multi-Account Vouchering **
Account P.O.Num Enc. Obj. P/F/N Bank Comp. Code Amount 1099
Ln: 2 440001 00000 4010 12030 7300 123.45
Inv: PCA: Cost Ref 1: 2: 3:
Ln: 3
Inv: PCA: Cost Ref 1: 2: 3:
Ln: 4
Inv: PCA: Cost Ref 1: 2: 3:
Ln: 5
Inv: PCA: Cost Ref 1: 2: 3:
Total Posted Items: 1 Total Working Items: 1 123.45
Entr-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12
Exit Help Escape ECopy Bkwd Frwd SCopy Canc

BASIC STEPS

- Open a batch session on Screen 130.
- Advance to Screen 139.
- Enter valid information in the Action Line fields (vendor number, voucher number) and press <ENTER>.
- Enter valid data in available fields.
- Press <ENTER> to record this information.
- Pop-up window allowing information entry for multi-account vouchers will appear. Press <ENTER> after entering data to return to Screen 139.
- Press <ENTER> to record the information.
- Advance to Screen 130 to close the session.

FIELD DESCRIPTIONS

Action Line Information:

Vendor: 11 digits — **Entry Required**
Enter the number identifying the vendor to be paid.

Voucher: 7 digits — **Entry Required**
Type the number of the voucher to be processed.

Default Cost Ref: 1 character
Enter Y or N
Y = Will display the cost reference fields for entry.

FIELD DESCRIPTIONS, cont'd

Screen Information:

Type: 1 digit
This field will always display 7 and cannot be changed. The transaction code will be 147.

Dept. Ref. #: 7 digits
Reference #4 - Departmental voucher reference number

Enclosure Code: 1 character **? Help Available**
Type a Code indicating enclosures may be included. This will force separate checks for local vouchers. Vouchers will be grouped by identical codes.
Examples are:
A = Auditor
Blank = Not specified
C = Comptroller
L = Local
S = Audit Services
Y = Yes, enclosures

Invoice Date: 8 digits
The date the invoice was issued. If the user wants the system to calculate the discount, the invoice date must be entered. This date must be before or equal to the date the voucher is entered.

Order Date: 8 digits
Enter the date the order was placed. (Required for state vouchers.)

State Req Nbr: 11 digits
Indicate the State Requisition Number.

GSC Ord: 7 characters
TBPC (General Services Commission) defined code for purchase orders requiring their approval.

Description: 80 characters
Enter a description of the voucher to be created.

Check Nbr: 6 digits
Enter the check number used to pay the voucher.

FIELD DESCRIPTIONS, cont'd

Check Dt: 8 digits
Indicate the date the payment was made.

Cust AR NBR: 25 digits
Include the customer Accounts Receivable number assigned to purchaser by vendor.

Discount Type: 1 character **? Help Available**
Types of discount to apply include:
D = Dollar value
P = Percentage value
V = Code taken from Vendor record
T = Code based on Discount code

Disc. Amt: 11 digits
When used with discount type 'D', enter the dollar amount of the discount to be applied. When used with discount type 'P', enter the percent discount to be applied.

Alt. Vendor: 11 digits
Alternate vendor - this is the vendor who will receive the payment. The check is made out to the alternate vendor.

W2/SSN: 9 digits
Include the identification number (Social Security number on W2 form) for employee if the voucher is for services (i.e., moving).

Travel Hotel Zip: 9 digits
The ZIP code of the hotel used for travel to determine percentage usage, and if the state discount rate is being utilized.

USAS Doc Type: 1 character
This field is for a USAS defined document type code that determines processing at the state.

PCC Code: 1 character **? Help Available**
Use this field for a General Services Commission (GSC) defined Purchase Category Code that identifies various purchase types and associated payments.

FIELD DESCRIPTIONS, cont'd

PDT Code: 1 character **? Help Available**
Indicate a USAS defined Payment Distribution Type code that identifies how transactions will be combined for warrants and direct deposits.

LDT Codes: 2 characters each **? Help Available**
USAS Descriptive/Legal Text that identifies up to 5 stamps to be put on a voucher.

IC: 1 character **? Help Available**
Identify the interest calculation procedure to be followed. Valid values are:

A = Accept Scheduling of Late Payment
BLANK = None
F = Force Interest Calculation
R = Refuse Interest Calculation

Reason: 2 characters **? Help Available**
Include the reason for interest exemption: Valid values are:

AD = Agency Discretion Exercised
AI = Automation Issue(s)
AP = Advance Payment
DP = Disputed Payment
DT = Direct Payment of Travel Expenses
FC = FED Contract/Terms Prohibit Pymt
GE = GSC Exemption Granted 7 Documented
MI = Mailing Instr On PO Not Followed
NI = No Invoice Received

Cont Wk Force: 1 character
Indicates that this payment is flagged as a Contract Work Force Payment

Line Item Information:

Ln: 2 digits
Displays the line number of an item currently being entered on a voucher.

Account: 15 digits
Type the account number to be debited.

FIELD DESCRIPTIONS, cont'd

P.O. Number: 7 digits
Designate the purchase order number. Also Reference #1.

Encumb Obj: 4 digits
Enter the object code used when the encumbrance was created.

P/F/N Liq Ind: 1 character **? Help Available**
Encumbrance liquidation indicator:
P = Partial liquidation
F = Full liquidation
N = No liquidation

Bank: 5 digits (nnnnn)
Enter the number of the bank used for the voucher transaction. If blank, it will be the default bank assigned to GL or SL or SA account.

Comp. Code: 4 digits
Type the State Comptroller Object Code (required for state vouchers).

Item Amount: 12 digits
Enter the dollar amount for a specific item on a voucher.

1099: 1 character/digit **? Help Available**
Examples are:

Blank	=	Not Required			
F	=	Foreign Indiv - 1042S Reportable			
N	=	Not 1099	6	=	Medical and Health Care Payments
0	=	Crop Insurance	7	=	Nonemployee Compensation
1	=	Rents	8	=	Substitute Payments for Interest
2	=	Royalties	9	=	Direct Sales > $5000 For Resale
3	=	Other Income			
4	=	Federal Income Tax Withheld			
5	=	Fishing Boat Proceeds			

Dup Inv Ovrrd: 1 character
Y = Allow creation of voucher for previously entered invoice. (Duplicate Invoice Override)

Inv: 14 digits
Enter the number of the invoice to be paid.

FIELD DESCRIPTIONS, cont'd

PCA: 5 digits
Include the Program Cost Account code, a USAS required field used as a coding reduction field. Used to override the calculated PCA code. Should be used primarily on vouchers against GL accounts.

Cost Ref 1, 2, 3: 7 characters
Use these three fields to be used for cost reference accounting entries.

Dates:

Inv Rec: 6 digits
Enter the date the invoice was received. This must be (1) after or equal to the invoice date and (2) before or equal to the date the voucher is being entered.

Delv: 8 digits
Indicate the date the items/services were received.

Req Pay: 8 digits
Include the date payment is required.

IC: 1 character **? Help Available**
Identify the interest calculation procedure to be followed. Valid values are:

A =Accept Scheduling of Late Payment
BLANK = None
F = Force Interest Calculation
R = Refuse Interest Calculation

Rsn: 2 characters **? Help Available**
Include the reason for interest exemption: Valid values are:

AD = Agency Discretion Exercised
AI = Automation Issue(s)
AP = Advance Payment
DP = Disputed Payment
DT = Direct Payment of Travel Expenses
FC = FED Contract/Terms Prohibit Pymt
GE = GSC Exemption Granted 7 Documented

FIELD DESCRIPTIONS, cont'd

MI = Mailing Instr On PO Not Followed
NI = No Invoice Received

Current Batch Information:

Transactions: 6 digits
Indicates the number of transactions processed.

Amount: 18 digits
Shows the total amount of the transactions processed.

Batch: 6 characters/digits
Displays the current batch reference.

Date: 8 digits
Shows the session date entered on the batch header.

Additional Functions

PF KEYS See Appendix for explanation of standard PF Keys.

PF9 Multi Allows additional line items to be entered for multi-account vouchering, if necessary.

PF10 Desc Provides space for a longer description to be entered.

PF12 Warns Displays nonfatal warning messages.

Revolving
Check Receipt

Warrants and checks received from all revolving vouchers should be entered on Screen 126; recording this information makes the state reconciliation process for revolving vouchers much easier.

The state voucher file is updated by recording the receipt of the check (warrant) from the state on Screen 126. The check amount is recorded in the Revolving Check Amt: field. This process is done for state vouchers only. While a batch must be opened to maintain the totals, **no transactions are generated.**

In addition, there may be a situation that requires the employee to submit a personal check to the agency. For example, an employee receives a travel advance. After submitting a voucher for reimbursement from the state, the agency discovers that the state will not cover certain expenses (i.e., rental auto insurance). To completely reconcile the voucher, the employee will have to submit a personal check to cover the additional expenses not covered by the state.

Screen 126 - Revolving Check Receipt

```
  126 Revolving Check Receipt                                  05/12/03 15:58
                                                                FY 2003 CC AA
Screen: ___  Voucher: 0000025


  Revolving Check Amt: 1155.00_____

   Personal Check Amt: 45.00_______

   Enter 'Y' if all checks received: Y









Transactions:         Amount:                    Batch: JAC001 Date: 05/12/2003
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp
```

BASIC STEPS

- Open a session on Screen 130.
- Advance to Screen 126.
- Enter data on the Action Line (voucher number) and press <ENTER>.
- Type valid data in the fields available and press <ENTER> to have data accepted.
- Close session on Screen 130.

FIELD DESCRIPTIONS, cont'd

Action Line Information:

Voucher:	7 digits Enter the number of the voucher to be created.	**Entry Required**

Screen Information:

Revolving Check Amt:	12 digits Type the amount received from the state for the revolving voucher.	**Entry Required**
Personal Check Amt:	12 digits Indicate the total dollar amount of personal checks received by the agency to cover any unreimbursed expenses on the revolving voucher.	
Enter 'Y' if all checks received:	1 character Enter 'Y' if all checks have been received for the total amount of the voucher. This includes the state check and a personal check for any unreimbursed expenses.	

Current Batch Information:

Transactions:	6 digits Displays the number of transactions processed.
Amount:	18 digits Shows the total amount of the transactions processed.
Batch:	6 characters/digits Indicates the current batch reference.
Date:	8 digits Shows the session date entered on the batch header.

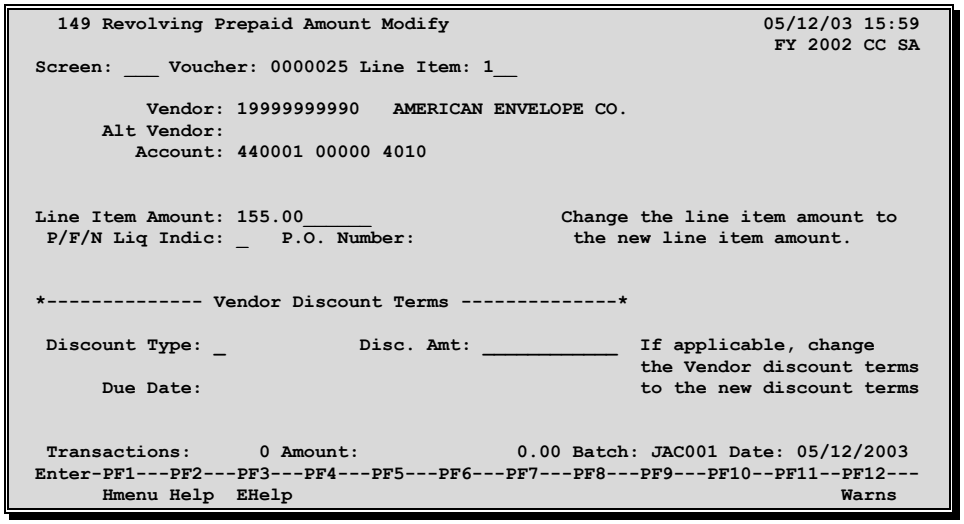
Additional Functions

PF KEYS	See Appendix for explanation of standard PF Keys

Revolving Prepaid Amount Modify

If an incorrect amount for a revolving prepaid voucher is entered when creating the voucher on Screen 139 - Revolving Prepaid Voucher, modifications can be made using Screen 149.

Screen 149 - Revolving Prepaid Amount Modify


149 Revolving Prepaid Amount Modify
05/12/03 15:59
FY 2002 CC SA
Screen: ___ Voucher: 0000025 Line Item: 1__
Vendor: 19999999990 AMERICAN ENVELOPE CO.
Alt Vendor:
Account: 440001 00000 4010
Line Item Amount: 155.00_____
P/F/N Liq Indic: _ P.O. Number:
Change the line item amount to the new line item amount.
---------- Vendor Discount Terms ----------
Discount Type: _
Disc. Amt: _____
If applicable, change the Vendor discount terms to the new discount terms
Due Date:
Transactions: 0 Amount: 0.00 Batch: JAC001 Date: 05/12/2003
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp
Warns

BASIC STEPS

- Open a session on Screen 130.
- Advance to Screen 149 and enter Action Line information. Press <ENTER>.
- Enter the new line item dollar amount and press <ENTER> for data acceptance. If approved, will see message: "Record has been successfully modified".
- Screen 169 can be accessed to view the prepaid voucher modifications.
- Screen 127 can be accessed to view the accounting.
- Close the session on Screen 130.

When the voucher information is entered on the Action Line and <ENTER> is pressed, the voucher amount and due date are displayed.

To modify the amount, enter the new (desired) amount in the Line Item Amount: field. The amount entered in this field should reflect the modified invoice amount before discounts. The Discount Amount should reflect the amount of discount given to the buyer, and should be deducted from the gross amount.

Do not enter the modified voucher amount in the Discount: field.

After entering these amounts, the resulting net amount (new invoice amount minus discount amount) will be shown in the Net Amount: field on Screen 169. Background accounting detail may be viewed on Screen 127.

FIELD DESCRIPTIONS

Action Line Information:

Voucher: 7 digits **Entry Required**
Enter the number of the voucher to be modified.

Line Item: 2 digits **Entry Required**
Type the line number of an item currently being entered on a voucher.

Screen Information:

Vendor: 11 digits
Displays the number identifying the vendor to be paid.

Alt Vendor: 11 digits
Shows the alternate vendor receiving payment.

Account: 15 digits
Indicates the number of the account to be debited.

Line Item Amount: 12 digits
Dollar amount to be paid by account number for a specified line item.

Note: **Enter new Line Item Amount ONLY if adjusting invoice amount.**

P/F/N Liq Indic: 1 character **? Help Available**
Encumbrance liquidation indicator:
P = Partial liquidation
F = Full liquidation
N = No liquidation

P.O. Number: 7 digits
The purchase order number. Also Reference #1.

FIELD DESCRIPTIONS, cont'd

Vendor Discount Terms

Discount Type: 1 character
The types of discount include:
D = Dollar value
P = Percentage value
V = Code taken from Vendor record
T = Code based on Discount code

Disc. Amt: 12 digits
Indicate the amount of applicable discount. This will be deducted from the gross amount and result in a net amount paid the vendor.

> ***Note:*** **Enter Discount Information ONLY if discount of Voucher Line Item occurred before Due Date.**

Due Date: 8 digits
Displays the due date of prepaid voucher.

Current Batch Information:

Transactions: 6 digits
Shows the number of transactions processed.

Amount: 18 digits
Displays the total amount of the transactions processed.

Batch: 6 characters/digits
Indicates the current batch reference.

Date: 8 digits
Shows the session date entered on the batch header.

Additional Functions

PF KEYS See Appendix for explanation of standard PF Keys

PF12 Warns Displays nonfatal warning messages.

ACCOUNTS PAYABLE

CHANGE SOURCE OF FUNDS

Change Source of Funds
Basic Concepts

There are three "Change Source of Funds" screens. Change source of funds is the ability to change an existing voucher so that payment is from a different account or bank than the original transaction. All three screens have a multi-line screen similar to Screen 104 that allows multiple voucher lines to be changed. These screens are transaction-type screens and have many of the same fields as Screen 104.

Your choice of screen depends on the type of bank on the original voucher and the type of bank on the new transaction – as seen in the titles on the screens. The accounting transactions for each function can be found on the pages for each individual screen.

These screens are:

141 Change Source of Funds from State to State

142 Change Source of Funds from Local to Local

148 Change Source of Funds from Local to State or State to Local

Note that this functionality is not meant to be used for data entry error correction. In that case the voucher should be voided and re-issued. This function is a managerial tool for managing monies.

Identification of the 'Change Source' Voucher

When a voucher is created from a Change Source of Funds transaction, a flag is set on that voucher. On Screens 168 and 169, the field 'chg src' will display a "Y" when the voucher has been created from the Change Source of Funds screens.

Voiding a 'Change Source' Voucher

When voiding a local revolving check/state voucher resulting from a change source of funds, be aware that the **change source of funds clearing account** is not automatically reversed. Examine your situation and decide what is best. Steps may include:

Revolving Check Void – Screen 137
State Voucher Void – Screen 136
Journal Entry - debit original SL acct & credit change source clearing account

Change Source of Funds From State to State Account

FROM A STATE ACCOUNT OR BANK TO ANOTHER STATE ACCOUNT OR BANK

Screen 141 is used to change the source of expenditure from one **state** account or **state** bank to another **state** account or **state** bank. The change can be made at a line item level.

☑ This screen does not post vouchers; it affects accounting only. The actual accounting entries that are done depend on whether or not the bank changes or if it stays the same.

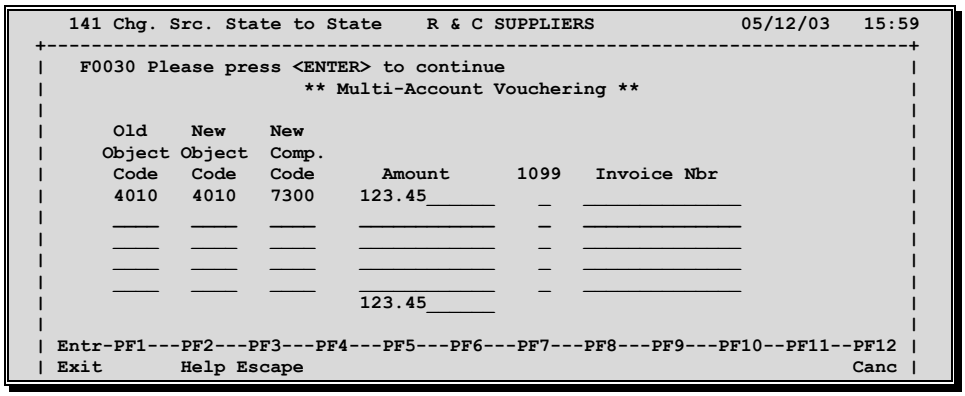
Note that this functionality is intended for data entry error correction. For error correction, the voucher should be voided and re-issued. This function is available as a managerial tool for managing monies.

Screen 141 - Change Source of Funds State to State

```
  141 Chg. Src. State to State    EOS OFFICE SUPPLIES            06/03/03 11:54
                                                                  FY 2003 CC AB
Screen: ___ Vendor: 12223334440                  Account: 611000 00000 ____
       New Account: ______ _____ ____   New Bank: _____   Default Cost Ref: N

Orig: Voucher: _______ Fy: 2003 Bank: _____ Comp. Code: ____ Dept. Ref: _______
 New:                                                ____             _______

        Type: 8                                        Enclosure Code: _
 Invoice Date: __________    Order Date: __________   Delivery Date: __________
State Req Nbr: __________     GSC Ord: _______          Due Date: __________
  Description: ________________________________________
               ________________________________________
  Cust AR NBR: _____________________
                          W2/SSN: _________



Ln: 1  Item Amt: ____________ 1099: _ Inv Nbr: ________________

 Transactions:      0 Amount:              0.00 Batch: JAC001 Date: 06/03/2003
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp                              Multi             Warns
```

The pop-up window for multi-account vouchering allows the user to add or change more than one object code.

Screen 141 - Pop-Up Window for Entering Multi-Accounts



BASIC STEPS

- Open a session on Screen 130.
- Advance to Screen 141, enter the necessary Action Line information and press <ENTER>.
- Enter valid data in the fields available.
- Close session on Screen 130.

CHANGE SOURCE OF FUNDS PROCESSES

1. If only the SL changes:

   A journal entry (TC=068) is created if the ***bank does not change***, that is, if the two accounts have the same default bank. The journal entry moves the expense from one account to the other.

   Debit new SL account and subcode
   Credit old SL account and subcode

2. The bank changes:

   Two disbursement (TC=046) transactions are posted. One disbursement credits the old SL and debits the old bank. The other disbursement entry debits the new SL and credits the new bank.

NOTE: If the bank changes, the transactions will post regardless of whether the SL changes or not.

☑ A manual entry in USAS is required.

FIELD DESCRIPTIONS

Action Line Information:

Vendor:	11 digits Enter the number identifying the vendor to be paid.	**Entry Required**
Account:	15 digits Indicate the number of the account to be debited.	**Entry Required**
New Account:	15 digits Type the number of the new account to be debited.	**Entry Required**
New Bank:	5 digits (nnnnn) Enter the number of the new bank used for the voucher transaction. If blank, it will be the default bank assigned to GL or SL or SA account.	**Entry Required**
Default Cost Ref:	1 character Enter Y or N Y = Will display the cost reference fields for entry.	

Screen Information:

Orig: **Voucher:**	7 digits Enter the number assigned to the original voucher.	**Entry Required**
FY:	4 digits Indicates the fiscal year the voucher was posted.	
Bank:	5 digits (nnnnn) Designate the number of the bank used for the voucher transaction. If blank, it will be the default bank assigned to GL or SL or SA account.	
Comp. Code:	4 digits Displays the State Comptroller Object Code.	

FIELD DESCRIPTIONS, cont'd

Dept. Ref: 7 digits
This field is used for the Reference #4 - Departmental reference number.

New:
Comp. Code: 4 digits
Enter the Comptroller code for new account used as source of funds.

New:
Dept. Ref: 7 digits
This field is used for Reference #4 - Newly assigned departmental reference number.

Type: 1 digit
The third digit of the transaction code, which indicates the type of voucher. Presently, an '8' will appear, indicating a Change Source from State to State transaction.

Enclosure Code: 1 character **? Help Available**
Enter a code indicating enclosures may be included. This will force separate checks for local vouchers. Vouchers will be grouped by identical codes.
Examples are:
A = Auditor
Blank = Not specified
C = Comptroller
L = Local
S = Audit Services
Y = Yes, enclosures

Invoice Date: 8 digits
The date the invoice was issued. If the user wants the system to calculate the discount, the invoice date must be entered. This date must be before or equal to the date the voucher is entered.

Order Date: 8 digits
Type the date the order was placed. (Required for state vouchers.)

Delivery Date: 8 digits
Show the date goods/services are expected for delivery.
(Required for state vouchers.)

FIELD DESCRIPTIONS, cont'd

State Req Nbr: 10 digits
Enter the State Requisition Number.

GSC Ord: 7 digits
TBPC (General Services Commission) defined code for purchase orders requiring their approval.

Due Date: 8 digits
Enter the due date for the payment. This field determines when the voucher is pulled to cycle for payment.

Description: 2 lines (40 characters each line)
This field is used to identify reason for change source of funds.

Cust AR NBR: 25 digits
Include the customer Accounts Receivable number assigned to purchaser or department by vendor.

W2/SSN: 9 digits
Enter the identification number (Social Security number on W2 form) of employee requiring purchase.

Ln: 2 digits
Show the line number of an item currently being entered on a voucher.

Item Amt: 12 digits
Indicate the dollar amount for a specific item on a voucher.

1099: 1 character/digit **? Help Available**
Examples are:

Blank = Not Required
F = Foreign Indiv - 1042S Reportable
N = Not 1099
0 = Crop Insurance
1 = Rents
2 = Royalties
3 = Other Income
4 = Federal Income Tax = Withheld
5 = Fishing Boat Proceeds
6 = Medical and Health Care Payments
7 = Nonemployee Compensation
8 = Substitute Payments for Interest
9 = Direct Sales > $5000 For Resale

FIELD DESCRIPTIONS, cont'd

Inv Nbr: 14 digits
Enter the number of the invoice to be paid.

Current Batch Information:

Transactions: 6 digits
Displays the number of transactions processed.

Amount: 18 digits
Indicates the total amount of the transactions processed.

Batch: 6 characters/digits
Shows the current batch reference.

Date: 8 digits
Displays the session date entered on the batch header.

Additional Functions

PF KEYS See Appendix for explanation of standard PF Keys.

PF9 Multi Allows additional line items to be entered for multi-account vouchering, if necessary.

PF12 Warns Displays nonfatal warning messages.

Change Source of Funds From Local to Local Account

LOCAL ACCOUNT OR BANK TO LOCAL ACCOUNT OR BANK

Screen 142 allows transfer of funds if both the new and old banks are local.

To change the source of a local expenditure from one **local** account or **local** bank to another **local** account or **local** bank, use this screen.

Note that this functionality is not intended for data entry error correction. For error correction, the voucher should be voided and re-issued. This function is available as a managerial tool for managing monies.

Screen 142 - Change Source of Funds Local to Local

```
  142 Chg. Src. Local to Local    BOB'S BARBEQUE                 05/12/03 16:00
                                                                  FY 2003 CC SA
Screen: ___ Vendor: 19999999990 Voucher: _______ Account: 110408 00000 4010
       New Account: _______ _____ ____   New Bank: _____   Default Cost Ref: N

Orig: Voucher: _______ Fy: 2002 Bank: _____ Comp. Code: ____ Dept. Ref: _______
 New:                                       ____            _______

         Type: 8                                  Enclosure Code: _
 Invoice Date: __________    Order Date: __________   Delivery Date: __________
State Req Nbr: __________      GSC Ord: _______         Due Date: __________
  Description: ____________________________________
               ____________________________________
  Cust AR NBR: ____________________________          Hold Flag: _
                               W2/SSN: _________ Travel Hotel Zip: _________

    LDT Codes: __ __ __ __ __ __

Ln: 1  Item Amt: ____________ 1099: _ Inv Nbr: _______________

 Transactions:      0 Amount:              0.00 Batch: JAC001 Date: 05/12/2003
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp                            Multi             Warns
```

The pop-up window is used in to change or add additional accounts or object codes.

Screen 142 - Pop-up Window for Multi-Account Vouchering

```
+-------------------------------------------------------------------------------+
|  F7312 Hash total has been changed to match total of entries                  |
|                      ** Multi-Account Vouchering **                           |
|                                                                               |
|    Old     New       New                                                      |
|   Obj Cd  Obj Cd   Comp Cd    Amount       1099  Invoice Nbr                   |
|    4010    0001     7300     100.00_____   _   _______________               |
|                              Old Cost Ref 1: _______ 2: _______ 3: _______    |
|                              New Cost Ref 1: _______ 2: _______ 3: _______    |
|    ____    ____     ____     _____        _   _______________               |
|                              Old Cost Ref 1: _______ 2: _______ 3: _______    |
|                              New Cost Ref 1: _______ 2: _______ 3: _______    |
|    ____    ____     ____     _____        _   _______________               |
|                              Old Cost Ref 1: _______ 2: _______ 3: _______    |
|                              New Cost Ref 1: _______ 2: _______ 3: _______    |
|    ____    ____     ____     _____        _   _______________               |
|                              Old Cost Ref 1: _______ 2: _______ 3: _______    |
|                              New Cost Ref 1: _______ 2: _______ 3: _______    |
|                              100.00_____                                      |
| Entr-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12   |
| Exit       Help Escape                                              Canc      |
+-------------------------------------------------------------------------------+
```

BASIC STEPS

- Open a session on Screen 130.
- Advance to Screen 142 and enter the necessary Action Line information. Press <ENTER>.
- Enter valid data in the fields available. Press <ENTER>.
- Do not enter the previous voucher number on the Action Line.
- Close session on Screen 130.

CHANGE SOURCE OF FUNDS PROCESSES

Screen 142 assigns a new voucher number only when the bank is changed. A voucher prefix should be entered (EX: 2). After completion of data entry, FAMIS will assign a voucher number which will be displayed as Reference 2. The old voucher number is not referenced (it is recommended that this number be put in the description of the newly created voucher for a reference).

The accounting entries are as follows:

1. Only the SL changes:

   If the ***bank does not change***, a journal entry (TC=068) is processed which moves the expense from the original account to the new account. No new voucher is created.

   Credit – old SL account and subcode
   Debit – new SL account and subcode

2. The bank changes:

   If the ***bank for the transaction changes***, a credit disbursement is processed (TC=068) to reverse the original voucher. A voucher is created using the new bank, and a check will be printed by the check cycle payable to the agency to reimburse the original bank. The cashier should deposit this check in the original bank (or the local depository bank - if the old bank was part of the cash concentration pool). Through the cashiering process a credit should be made to the change source of funds clearing account.

   A journal entry (TC=068) is made:
   Debit – change source of funds Clearing account
   Credit – old SL account and subcode

   A journal entry (TC=068) is posted (normal AP journal entry):
   Debit – new SL
   Credit – accounts payable liability account

The new voucher is posted to the voucher file with voucher TC=148 and the alternate vendor is the ID for the agency (as defined on Screen 822).

A check is printed in the check cycle payable to the agency to reimburse the original bank. The cashier should deposit this check in the original bank (or the local depository bank – if the old bank was part of the cash concentration pool). Through the cashiering process a credit should be made to the change source of funds clearing account.

NOTE: The voucher will be posted regardless of whether the SL changes or not.

Screen 142 assigns a new voucher number only when the bank is changed. A voucher prefix should be entered (EX: 2). After completion of data entry, FAMIS will assign a voucher number which will be displayed as Reference 2. The old voucher number is not referenced (it is recommended that this number be put in the description of the newly created voucher for a reference).

FIELD DESCRIPTIONS

Action Line Information:

Vendor:	11 digits Enter the number identifying the vendor to be paid.	**Entry Required**
Voucher:	7 digits Type the number of the voucher to be modified.	**Entry Required**
Account:	15 digits Indicate the number of the account to be debited.	**Entry Required**
New Account:	15 digits Enter the number of the new account to be debited.	**Entry Required**
New Bank:	5 digits (nnnnn) Designate the number of the new bank used for the voucher transaction. If blank, it will be the default bank assigned to GL or SL or SA account.	**Entry Required**
Default Cost Ref:	1 character Enter Y or N Y = Will display the cost reference fields for entry.	

FIELD DESCRIPTIONS, cont'd

Screen Information:

Orig

Voucher: 7 digits **Entry Required**
Enter the original voucher number.

FY: 4 digits
Indicate the fiscal year the voucher was posted.

Bank: 5 digits (nnnnn)
Show the number of the bank used for the voucher transaction. If blank, it will be the default bank assigned to GL or SL or SA account.

Comp Code: 4 digits
This field is used for the State Comptroller Object Code.

Dept. Ref: 7 digits
Use for Reference #4 - Departmental purchase order reference number.

New

Comp. Code: 4 digits
This field is for the Comptroller code for new account used as source of funds.

Dept. Ref: 7 digits
Use this field for Reference #4 - Newly assigned departmental purchase order reference number.

Type: 1 digit
This field is for the third digit of the transaction code, which indicates the type of voucher. Presently, an '8' will appear, indicating a Change Source from State to State transaction.

Enclosure Code: 1 character **? Help Available**
Enter a Code indicating enclosures. This forces separate checks and vouchers will be grouped by codes.
Examples are:
A = Auditor
Blank = Not specified
C = Comptroller
L = Local
S = Audit Services
Y = Yes, enclosures

FIELD DESCRIPTIONS, cont'd

Invoice Date: 8 digits
The date the invoice was issued. If the user wants the system to calculate the discount, the invoice date must be entered. This date must be before or equal to the date the voucher is entered.

Order Date: 8 digits
Include the date the order was placed. (Required for state vouchers.)

Delivery Date: 8 digits
Enter the date goods/services are expected for delivery.
(Required for state vouchers.)

State Req Nbr: 10 digits
Use this field for the State Requisition Number.

GSC Ord: 6 characters
TBPC (General Services Commission) defined code for purchase orders requiring their approval.

Due Date: 8 digits
Enter the due date for the payment. This field determines when the voucher is pulled to cycle for payment.

Description: 2 lines (40 characters each line)
Use this field to identify reason for change source of funds.

Cust AR NBR: 25 digits
Include the customer Accounts Receivable number assigned to purchaser or department by vendor.

Hold Flag: 1 character
N or Blank = No hold on voucher print.
Y = Do not print check/voucher.

W2/SSN: 9 digits
Enter the identification number (Social Security number on W2 form) of employee requiring purchase.

FIELD DESCRIPTIONS, cont'd

Travel Hotel Zip: 9 digits
Include the ZIP code of the hotel used for travel to determine percentage usage, and if the state discount rate is being utilized.

LDT Codes: 2 characters each
USAS Descriptive/Legal Text that identifies up to 5 stamps to be put on a voucher.

Ln: 2 digits
Indicate the line number of an item currently being entered on a voucher.

Item Amt: 12 digits
Designate the dollar amount for a specific item on a voucher.

1099: 1 character/digit **? Help Available**
Examples are:

Blank	=	Not Required			
F	=	Foreign Indiv - 1042S Reportable			
N	=	Not 1099	6	=	Medical and Health Care Payments
0	=	Crop Insurance	7	=	Nonemployee Compensation
1	=	Rents	8	=	Substitute Payments for Interest
2	=	Royalties	9	=	Direct Sales > $5000 For Resale
3	=	Other Income			
4	=	Federal Income Tax Withheld			
5	=	Fishing Boat Proceeds			

Inv Nbr: 14 digits
Include the number of the invoice to be paid.

Current Batch Information:

Transactions: 6 digits
Displays the number of transactions processed.

Amount: 18 digits
Indicates the total amount of the transactions processed.

Batch: 6 characters/digits
Displays the current batch reference.

FIELD DESCRIPTIONS, cont'd

Date: 8 digits
Shows session date entered on the batch header.

Additional Functions

PF KEYS See Appendix for explanation of standard PF Keys.

PF9 Multi Allows additional line items to be entered for multi-account vouchering, if necessary.

PF12 Warns Displays nonfatal warning messages.

Change Source of Funds
Local to State or State to Local

LOCAL ACCOUNT OR BANK TO STATE ACCOUNT OR BANK
OR
STATE ACCOUNT OR BANK TO LOCAL ACCOUNT OR BANK

Screen 148 is used to change the source of an expenditure from
(1) a local account or bank to a state account or bank and
(2) a state account or bank to a local account or bank.

The process creates a credit disbursement (TC=046) to correct the original account and bank. Then, either a revolving voucher or a regular voucher is posted, depending on the direction of the funds change.

Screen 148 - Change Local to State / State to Local

```
  148 Chg Loc to St / St to Loc   XEROX CORP                    05/12/03 16:01
                                                                 FY 2003 CC SA
Screen: ___ Vendor: 19999999990 Voucher: _______ Account: 297060 00000 8435
       New Account: ______ _____ ____   New Bank: _____   Default Cost Ref: N

Orig: Voucher: _______ Fy: 2002 Bank: _____ Comp. Code: ____ Dept. Ref: _______
 New:                                                ____             _______

         Type: 8                                      Enclosure Code: _
 Invoice Date: __________    Order Date: __________   Delivery Date: __________
State Req Nbr: __________     GSC Ord: _______          Due Date: __________
  Description: ____________________________________
               ____________________________________
  Cust AR NBR: _____________________                  Hold Flag: _
                          W2/SSN: _________ Travel Hotel Zip: _________
USAS Doc Type: _            PCC Code: _               PDT Code: __
    LDT Codes: __ __ __ __ __ __

Ln: 1  Item Amt: ____________ 1099: _ Inv Nbr: _____________ PCA Ovrrd: _____

 Transactions:      0 Amount:              0.00 Batch: JAC001 Date: 05/12/2003
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp                            Multi              Warns
```

BASIC STEPS

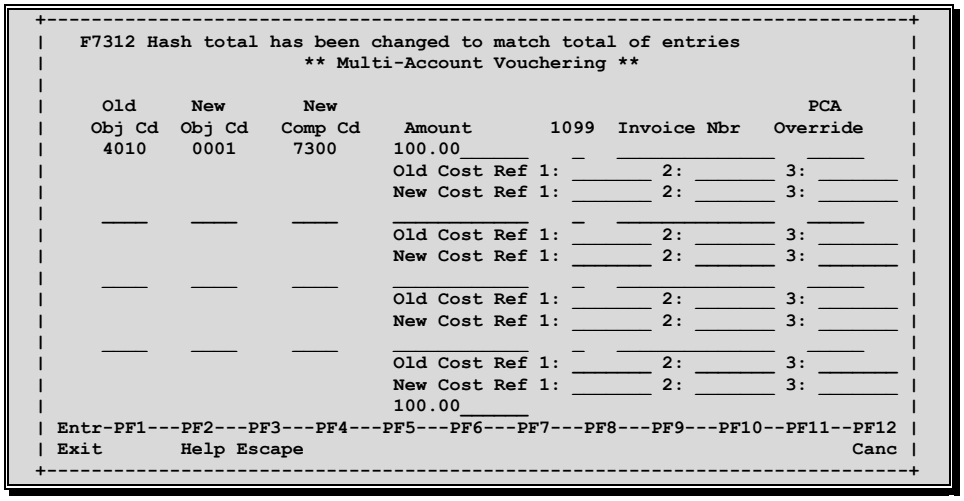
- Open a session on Screen 130.
- Advance to Screen 148 and enter the necessary Action Line information . Press <ENTER> to continue.
- Enter valid data in the fields available. Press <ENTER>.
- Do not enter the previous voucher number on the Action Line.
- A message will appear prompting the user to press <ENTER> to accept the change in source of funds. If the change is accepted, a message saying data was accepted will appear.
- Close the session on Screen 130.

CHANGE SOURCE OF FUNDS PROCESSES

Screen 148 assigns a new voucher number when the change affects a local bank. A voucher prefix should be entered (EX: 2). After completion of data entry, FAMIS will assign a voucher number which will be displayed as Reference 2. The old voucher number is not referenced (it is recommended that this number be put in the description of the newly created voucher for a reference).

There is one pop-up window used in Screen 148 - Change Local to State/State to Local - to change or add additional accounts or object codes.

Screen 148 - Pop-up Window for Multi-Account Vouchering



EFFECTS OF CHANGE SOURCE OF FUNDS

1) Changing the source from <u>local to state</u>:

- FAMIS posts a revolving voucher which is represented by a journal entry to accounts payable and a journal entry to set up the 'due from the state.'

<u>Old bank is the Primary local bank</u>

- A journal entry (TC=068) is made:

Debit – Due from the State Comptroller GL
Credit – old SL account and subcode

- A journal entry (TC=068) is posted (normal AP journal entry)

  Debit – new SL
  Credit – accounts payable liability account

- A state voucher is created with the agency vendor as the alternate vendor. This voucher is transmitted to USAS. It is a 904 voucher. Reimbursement will be made back to the agency.

- When the reimbursement is received, it should be deposited in the regular depository bank – crediting the due from the Comptroller account.

Old bank is NOT the Primary local bank

- A journal entry (TC=068) is made

  Debit – change source of funds clearing account
  Credit – old account and subcode

- A journal entry (TC=068) is posted (normal accounts payable journal entry

  Debit – new SL
  Credit – accounts payable liability account

- Second journal entry (TC=068) is posted to the revolving GL

- A revolving voucher is posted with the agency vendor as the alternate vendor

- A check from the revolving bank is created payable to the agency in order to reimburse the old local bank. The cashier should deposit this check in the old bank. Through the cashiering process a credit should be made to the change source of funds clearing account.

- A reimbursement voucher is transmitted to USAS (type 904 voucher) requesting reimbursement from the state. When the reimbursement is received, it should be deposited in the regular depository bank – crediting the due from the Comptroller account.

The revolving bank and the local bank may be the *same* bank.
They may be seen on Screen 823.

2) Changing the source from state to local:

- A disbursement (TC=046) is posted:

  Debit – old bank
  Credit – old SL

- A journal entry (TC=068) is posted (normal accounts payable journal entry):

  Debit – new SL
  Credit – accounts payable liability account

- A voucher is created (TC=148) with an alternate vendor of the State Comptroller (defined on Screen 822)

- A check is produced in the check cycle payable to the State Comptroller. This check should be deposited with the Comptroller, and a deposit entry should be made in USAS, using the appropriation number of the old bank.

NOTE: The reconciliation files and original voucher are not affected by the changes.

FIELD DESCRIPTIONS

Action Line Information:

Vendor:	11 digits Enter the number identifying the vendor to be paid.	**Entry Required**
Voucher:	7 digits Type the number of the voucher to be modified.	**Entry Required**
Account:	15 digits Indicate the number of the account to be debited.	**Entry Required**
New Account:	15 digits Include the number of the new account to be debited.	**Entry Required**
New Bank:	5 digits (nnnnn) Designate the number of the new bank used for the voucher transaction. If blank, it will be the default bank assigned to GL or SL or SA account.	**Entry Required**

FIELD DESCRIPTIONS, cont'd

Default Cost Ref: 1 character
Y or N
Y = Will display the cost reference fields for entry.

Screen Information:

Orig

Voucher: 7 digits — **Entry Required**
Enter the original voucher number.

FY: 4 digits
Indicate the fiscal year the voucher was posted.

Bank: 5 digits (nnnnn) — **Entry Required**
Include the number of the bank used for the voucher transaction. If blank, it will be the default bank assigned to GL or SL or SA account.

Comp Code: 4 digits
This field is for the State Comptroller Object Code.

Dept. Ref: 7 digits
Use this field for Reference #4 - Departmental purchase order reference number.

New

Comp. Code: 4 digits
This field is for the Comptroller code for new account used as source of funds.

Dept. Ref: 7 digits
Use this field for Reference #4 - Newly assigned departmental purchase order reference number.

Type: 1 digit
The third digit of the transaction code, which indicates the type of voucher. Presently, an '8' will appear, indicating a Change Source from State to State transaction.

FIELD DESCRIPTIONS, cont'd

Enclosure Code: 1 character **? Help Available** **Entry Required**
Code indicating enclosures may be included. This will force separate checks for local vouchers. Vouchers will be grouped by identical codes.
Examples are:
A = Auditor
Blank = Not specified
C = Comptroller
L = Local
S = Audit Services
Y = Yes, enclosures

Invoice Date: 8 digits
The date the invoice was issued. If the user wants the system to calculate the discount, the invoice date must be entered. This date must be before or equal to the date the voucher is entered.

Order Date: 8 digits
Indicate the date the order was placed. (Required for state vouchers.)

Delivery Date: 8 digits
Designate the date goods/services are expected for delivery.
(Required for state vouchers.)

State Req Nbr: 11 digits
This field is for the State Requisition Number.

GSC Ord: 7 digits
TBPC (General Services Commission) defined code for purchase orders requiring their approval.

Due Date: 8 digits
Indicate the due date for the payment. This field determines when the voucher is pulled to cycle for payment.

Description: 2 lines (40 characters each line)
Enter a reason for change source of funds.

Cust AR NBR: 25 digits
Include the customer Accounts Receivable number assigned to purchaser or department by vendor.

FIELD DESCRIPTIONS, cont'd

Hold Flag: 1 character **? Help Available**
N or Blank = No hold on voucher print.
Y = Do not print check/voucher.

W2/SSN: 9 digits
Enter the identification number (Social Security number on W2 form) of employee requiring purchase.

Travel Hotel Zip: 9 digits
Include the ZIP code of the hotel used for travel to determine percentage usage, and if the state discount rate is being utilized.

USAS Doc Type: 1 character
This field is for a USAS defined document type code that determines processing at the state.

PCC Code: 1 character **? Help Available**
Use this field to indicate a General Services Commission (GSC) defined Purchase Category Code that identifies various purchase types and associated payments.

PDT Code: 2 characters **? Help Available**
Include a USAS defined Payment Distribution Type code that identifies how transactions will be combined for warrants and direct deposits.

LDT Codes: 2 characters each
USAS Descriptive/Legal Text that identifies up to 5 stamps to be put on a voucher.

Ln: 2 digits
Indicate the line number of an item currently being entered on a voucher.

Item Amt: 12 digits
Include the dollar amount for a specific item on a voucher.

FIELD DESCRIPTIONS, cont'd

1099: 1 character/digit
Examples are:

Blank	=	Not Required			
F	=	Foreign Indiv - 1042S Reportable			
N	=	Not 1099	6	=	Medical and Health Care Payments
0	=	Crop Insurance			
1	=	Rents	7	=	Nonemployee Compensation
2	=	Royalties	8	=	Substitute Payments for Interest
3	=	Other Income			
4	=	Federal Income Tax Withheld	9	=	Direct Sales > $5000 For Resale
5	=	Fishing Boat Proceeds			

Inv Nbr: 14 digits
Indicate the invoice number to be paid.

PCA Ovrrd: 5 digits
Use this field to override the Program Cost Account code automatically assigned by FAMIS.

Current Batch Information:

Transactions: 6 digits
Shows the number of transactions processed.

Amount: 18 digits
Displays the total amount of the transactions processed.

Batch: 6 characters/digits
Indicates the current batch reference.

Date: 8 digits
Shows the session date entered on the batch header.

Additional Functions

PF KEYS See Appendix for explanation of standard PF Keys.

PF9 Multi Allows additional line items to be entered for multi-account vouchering, if necessary.

PF12 Warns Displays nonfatal warning messages.

ACCOUNTS PAYABLE

INQUIRY SCREENS

Invoices
By Vendor Inquiry

Screen 160 displays all invoices that are on file for a particular vendor. Press PF11 to scroll right and view the Bank Trace information. Press PF10 to return to the previous panel.

Screen 160 - Invoices by Vendor Inquiry (Panel 1)

```
  160 Invoices by Vendor Inquiry                                  05/12/03 16:33
                      TWIN PEAKS COFFEE SERVICE                    FY 2003 CC 02
   Screen: ___  Vendor: 19999999990  Invoice Nbr: _____________  All: N

*------------ Invoice -----------*  Vchr     PO     *-- Check/State Voucher --*
     Number          Amount   Date   Number  Number Number     Amount    Date St
 L170074              79.00  042001         L170074                           P
 L175194             108.30  050901         L175194                           P
 L180987              77.95  052401         L180987                           P
 L325728             291.60  111102         L325728                           P
 P6345-00             69.80  031802         L259734                           P
 X733                 57.00  102690 0049185         275529        64.70 113090 C
 Z033144             107.80  053000         Z033144                           P
 Z047883             149.60  072000         Z047883                           P
 00121323175366      207.13  040901         L166380                           P
 002958& 002853       37.50  022691 0126117         335320        37.50 041191 C
 026944              128.25  011100         A037757                           P
 028821              176.53  053100         Z037494                           P
 039374              147.25  021802 1340795 L278573 1652250      147.25 060502 C
 042035              163.30  071602 1405282 L302615 1717266      384.10 092002 C
                *** Press <ENTER> to view more vouchers ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp                              Addr  Left  Right
```

Screen 160 - Invoices by Vendor Inquiry (Panel 2)

```
  160 Invoices by Vendor Inquiry                                  05/12/03 16:34
                      TWIN PEAKS COFFEE SERVICE                    FY 2003 CC 02
   Screen: ___  Vendor: 19999999990  Invoice Nbr: _____________  All: N

*------------ Invoice -----------*  Vchr     PO                 Bank          M
     Number          Amount   Date   Number  Number Number     Trace         C
 L170074              79.00  042001         L170074                         0
 L175194             108.30  050901         L175194                         0
 L180987              77.95  052401         L180987                         0
 L325728             291.60  111102         L325728                         0
 P6345-00             69.80  031802         L259734                         0
 X733                 57.00  102690 0049185         275529                  0
 Z033144             107.80  053000         Z033144                         0
 Z047883             149.60  072000         Z047883                         0
 00121323175366      207.13  040901         L166380                         0
 002958& 002853       37.50  022691 0126117         335320                  0
 026944              128.25  011100         A037757                         0
 028821              176.53  053100         Z037494                         0
 039374              147.25  021802 1340795 L278573 1652250                 0
 042035              163.30  071602 1405282 L302615 1717266                 0
                *** Press <ENTER> to view more vouchers ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp                              Addr  Left  Right
```

BASIC STEPS

- Advance to Screen 160.
- Type a vendor number in the Vendor: field. A list of invoices and pertaining information will be provided for the specified vendor.

INVOICE FILE LIST PROCESSES

- Type a vendor number in the Vendor: field for a specific vendor, or an asterisk (*) or part of the vendor name for a pop-up window of all vendors. Press <ENTER> to access the information.
- In the pop-up window, typing an 'X' beside the vendor will pass the information back to Screen 160 where the vendor invoices will be shown.
- The Invoice Nbr: field can be used to position the display. Entering a specific invoice number will position the inquiry information to begin with this invoice number.

FIELD DESCRIPTIONS

Action Line Information:

Vendor: 11 digits — **Entry Required**
Enter the vendor identification number.

Invoice Nbr: 14 digits
Type an invoice number for a particular voucher.

All: 1 character
Enter 'Y' or 'N' to indicate if you wish to display all invoices for the selected vendor.

Screen Information:

-- Panel 1 --

Invoice

Number: 15 digits
Shows the unique invoice number for a particular voucher.

Amount: 15 digits
Displays the amount of invoice.

Date: 8 digits
Indicates the date entered on the invoice header (Screen 240) in purchasing or as entered on the voucher in Accounts Payable.

FIELD DESCRIPTIONS, cont'd

Vchr Number: 7 digits
Identifies the voucher number used for invoice payment.

PO Number: 7 digits
Shows the number assigned to the purchase order, if used.

Check/State Voucher:

Number: 7 digits
Shows the check number or state voucher number.

Amount: 15 digits
Indicates the amount of check or state voucher.

Date: 8 digits
Displays the date check was processed or state voucher was printed.

St: 1 character
Indicates where, in the overall flow through the process, this particular invoice is. Values are:
P = in Purchasing (not yet passed to A/P)
A = in A/P - not yet paid
M = in A/P - entered as a prepaid
C = in A/P - check has been written by the system

NOTE: There is no update to indicate whether a check has been reconciled through the bank reconciliation process.

-- Panel 2 --

Bank Trace: 15 digits
Shows the bank trace number on the transaction.

MC: 1 character
Shows the vendor's mail code for the voucher.

Additional Functions

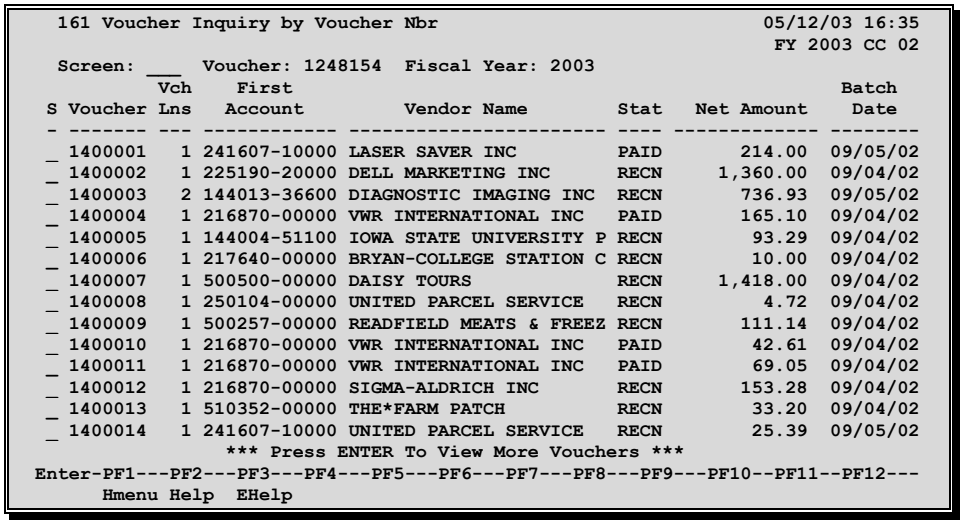
PF KEYS See Appendix for explanation of standard PF Keys.

PF9 Addr View vendor's address information.

Voucher Inquiry
By Voucher Number

Screen 161 provides a complete listing of all vouchers in FAMIS in voucher number order. Shown is one summary line per voucher inquiry which lists the FAMIS voucher number, lines per voucher, the first 11-digit account number in the voucher, vendor name, status, net dollar amounts associated with the voucher and batch session date. Inquiries default to the current fiscal year, but previous fiscal years may be searched by typing a different year in the Fiscal Year: field.

Screen 161 - Voucher Inquiry by Voucher Number



```
 161 Voucher Inquiry by Voucher Nbr                              05/12/03 16:35
                                                                  FY 2003 CC 02

 Screen: ___  Voucher: 1248154  Fiscal Year: 2003
          Vch    First                                                  Batch
 S Voucher Lns   Account         Vendor Name          Stat   Net Amount   Date
 - ------- --- ------------ ---------------------- ---- ------------- --------
 _ 1400001   1 241607-10000 LASER SAVER INC         PAID       214.00  09/05/02
 _ 1400002   1 225190-20000 DELL MARKETING INC      RECN     1,360.00  09/04/02
 _ 1400003   2 144013-36600 DIAGNOSTIC IMAGING INC  RECN       736.93  09/05/02
 _ 1400004   1 216870-00000 VWR INTERNATIONAL INC   PAID       165.10  09/04/02
 _ 1400005   1 144004-51100 IOWA STATE UNIVERSITY P RECN        93.29  09/04/02
 _ 1400006   1 217640-00000 BRYAN-COLLEGE STATION C RECN        10.00  09/04/02
 _ 1400007   1 500500-00000 DAISY TOURS             RECN     1,418.00  09/04/02
 _ 1400008   1 250104-00000 UNITED PARCEL SERVICE   RECN         4.72  09/04/02
 _ 1400009   1 500257-00000 READFIELD MEATS & FREEZ RECN       111.14  09/04/02
 _ 1400010   1 216870-00000 VWR INTERNATIONAL INC   PAID        42.61  09/04/02
 _ 1400011   1 216870-00000 VWR INTERNATIONAL INC   PAID        69.05  09/04/02
 _ 1400012   1 216870-00000 SIGMA-ALDRICH INC       RECN       153.28  09/04/02
 _ 1400013   1 510352-00000 THE*FARM PATCH          RECN        33.20  09/04/02
 _ 1400014   1 241607-10000 UNITED PARCEL SERVICE   RECN        25.39  09/05/02
                *** Press ENTER To View More Vouchers ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp
```

BASIC STEPS

- Advance to Screen 161.
- Type a voucher number in the Voucher: field. The specified voucher information will pass to the top of the voucher list. If a voucher number is not known, type an '*' and press enter to display a list of vouchers in numerical order.

VOUCHER NUMBER ANALYSIS PROCESSES

- The Fiscal Year: field allows you to select the fiscal year in which the voucher was posted.

    - If the voucher number is unknown, type an asterisk in the Voucher: field. The vouchers will display in numerical order.

- Typing an 'X' in the S (Select) field beside the voucher and pressing <ENTER> will pass the voucher information to Screen 168 (FAMIS Voucher Total Inquiry) where detailed information and a list of voucher line items is provided. *(See Screen 168 section for more information.)*

- At Screen 168, typing an 'X' in the S (Select) field beside the voucher line item and pressing <ENTER> will pass the voucher information to Screen 169 (FAMIS Voucher Line Item Inquiry) where detailed information is provided. *(See section on Screen 169 for more information).*

FIELD DESCRIPTIONS

Action Line Information:

Voucher:	7 digits Enter a FAMIS voucher number.	**Entry Required**
Fiscal Year:	4 digits Type the fiscal year the voucher was posted.	**Entry Required**

Information Fields:

S:	1 character Type an 'X' to select and press <ENTER> to view the voucher information.
Voucher:	7 digits Displays the FAMIS voucher number.
Vch Lns:	3 digits Shows the number of line items in a particular voucher.
First Account:	15 digits Indicates the number to identify account paying the first line item of the voucher.
Vendor Name:	23 characters Displays the vendor identification name.

FIELD DESCRIPTIONS, cont'd

Stat: 4 characters
Shows the status of the voucher.
Examples are:
CYCL = In Check Cycle or State Voucher Cycle
DROP = Dropped before payment - accounting reversed
PAID = Paid (after printing or Prepaid)
PEND = Pending voucher - no accounting Posted
P-CN = Pending cancelled before accounting. Posted
P-OP = Pending voucher - open (no accounting. posted)
OUT = Outstanding (after being posted but before entering the check or state voucher cycle
RECN = Reconciled (Cleared Bank or State Comp)
VOID = Check or State voucher voided

Net Amount: 14 digits
Shows the net amount of the voucher, after discount.

Batch Date: 8 digits
Displays the batch session reference date when transaction was processed.

Additional Functions

PF KEYS See Appendix for explanation of standard PF Keys.

Voucher Inquiry
By Vendor

To view all the vouchers posted for a particular vendor, use Screen 162. Type 'Y' in the All: field, to search for all mail codes for the selected vendor. The information displayed on this screen is in summary form, and is viewed in voucher number order.

Inquiries default to the current fiscal year, but previous fiscal years may be searched by typing a different year in the Fiscal Year: field.

To see only outstanding vouchers for a specific fiscal year, use Screen 165.

If a voucher is outstanding the status column will read (OUT).

When a voucher has entered the check or state voucher cycle, the status column will read (CYCL).

If a check or state voucher has already been printed, the status will read (PAID).

If a voucher has been reconciled it will read (RECN).

Screen 162 - Voucher Inquiry by Vendor (Panel 1)

```
  162 Voucher Inquiry by Vendor                                  05/12/03 16:35
                    TWIN PEAKS COFFEE SERVICE                     FY 2003 CC 02
Screen: ___  Vendor: 19999999990  Voucher: 1248154  Fiscal Yr: 2003  All: _
  Include Only:  Acct: ______ _____  Dept Ref: _______     Pg 1__ of   1 Pg(s)
          Vch    First                                                Batch  M
 S Voucher Lns   Account        Description       Stat  Net Amount     Date   C
 - ------- --- ------------ --------------------- ---- ------------- -------- -
 _ 1400932   1 270490-00000 COFFEE,CUPS, CREAM, H RECN        285.40  09/06/02 0
 _ 1401149   1 217660-00000 COFFEE FOR OFFICE VIS RECN         54.15  09/06/02 0
 _ 1401150   2 217660-00000 COFFEE, WATER FILTRAT RECN        176.80  09/06/02 0
 _ 1401676   1 301110-00000 COFFEE SERVICE--INVOI RECN        141.90  09/09/02 0
 _ 1402613   1 300210-00000 REST. FOOD             RECN        239.70  09/11/02 0
 _ 1402614   1 300210-00000 REST. FOOD             RECN        553.50  09/11/02 0
 _ 1403278   1 300210-00000 PRS  FOOD             RECN        396.00  09/13/02 0
 _ 1404402   1 500388-00000 COFFEE, CAPPUCCINO, H RECN        184.05  09/17/02 0
 _ 1405282   1 217800-00000 MONTHLY COFFEE SERVIC RECN        163.30  09/19/02 0
 _ 1405285   1 300210-00000 REST. FOOD             RECN        220.80  09/19/02 0
 _ 1406056   1 500205-00000 COFFEE FOR DEPT. STAF RECN         34.90  09/20/02 0
 _ 1406057   1 500205-00000 COFFEE/TEA FOR DEPT., RECN        165.25  09/20/02 0
   ** Vendor Subtotal **                                     2,615.75
              *** Press <ENTER> to view more vouchers ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp                  Bkwd  Frwd  Addr  Left  Right
```

Screen 162 - Voucher Inquiry by Vendor (Panel 2)

```
  162 Voucher Inquiry by Vendor                                  05/12/03 16:36
                    TWIN PEAKS COFFEE SERVICE                     FY 2003 CC 02
Screen: ___  Vendor: 19999999990  Voucher: 1248154  Fiscal Yr: 2003  All: _
  Include Only:  Acct: ______ _____  Dept Ref: _______     Pg 1__ of   1 Pg(s)
          Vch    First                          Dept    Check     Check
 S Voucher Lns   Account    Description          Ref     Nbr       Date     Net Amount
 - ------- --- ------------ -------------- ------- ------- -------- ------------
 _ 1400932   1 270490-00000 COFFEE,CUPS,  0040    1707491 09/09/02       285.40
 _ 1401149   1 217660-00000 COFFEE FOR OF 5948    1707491 09/09/02        54.15
 _ 1401150   2 217660-00000 COFFEE, WATER 5948    1707491 09/09/02       176.80
 _ 1401676   1 301110-00000 COFFEE SERVIC 0012    1708123 09/10/02       141.90
 _ 1402613   1 300210-00000 REST. FOOD    7226    1709273 09/12/02       239.70
 _ 1402614   1 300210-00000 REST. FOOD    7226    1709273 09/12/02       553.50
 _ 1403278   1 300210-00000 PRS  FOOD     4926    1710363 09/16/02       396.00
 _ 1404402   1 500388-00000 COFFEE, CAPPU 0003    1711254 09/18/02       184.05
 _ 1405282   1 217800-00000 MONTHLY COFFE 2172    1717266 09/20/02       163.30
 _ 1405285   1 300210-00000 REST. FOOD    7275    1717266 09/20/02       220.80
 _ 1406056   1 500205-00000 COFFEE FOR DE 0000    1718694 09/23/02        34.90
 _ 1406057   1 500205-00000 COFFEE/TEA FO 0000    1718694 09/23/02       165.25
   ** Vendor Subtotal **                                              2,615.75
              *** Press <ENTER> to view more vouchers ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp                  Bkwd  Frwd  Addr  Left  Right
```

BASIC STEPS

- Advance to Screen 162.
- Type a vendor number in the Vendor: field. A list of vouchers and pertaining information will be provided for the specified vendor.

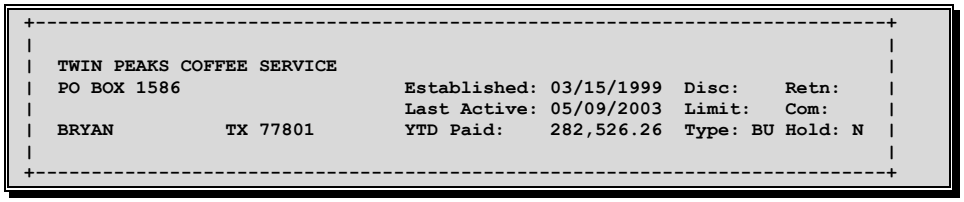
VOUCHER INQUIRY BY VENDOR PROCESSES

- You can search vendor files by typing a portion of the vendor name in the Vendor: field. A pop-up window will appear with a listing of all vendors on file with the specified characters in their name. An example would be entering 'CO' and receiving the following information in the pop-up window. Selecting a vendor will take the information directly to Screen 162.

```
+-------------------------------------------------------------------------------+
|   F0043 Mark Vendor with an 'X' to select                                     |
|   Screen: ___  Search: TWIN_______________  Type: N (N,V)                     |
|                          Include Frz/Del Vendors: N                           |
|                                                                               |
|          Vendor Name              Vendor ID   Alias Frz Del SHld HUB          |
|  _ TWIN BRIDGE SOFTWARE CORP      19999999990   N    N   N                    |
|  _ TWIN CITIES DIGITAL INC.       19999999990   N    N   N                    |
|  _ TWIN CITY AUTO SALES           29999999990   N    N   N                    |
|  _ TWIN CITY BATTERY & ALTERNATOR 19999999990   N    N   N                    |
|  _ TWIN CITY COFFEE SERVICE       19999999990   N    N   N                    |
|  _ TWIN CITY DRAPERIES            29999999990   N    N   N                    |
|  _ TWIN CITY DRIVING ACADEMY      19999999990   N    N   N                    |
|  _ TWIN CITY FURNITURE INC        19999999990   N    N   N                    |
|  _ TWIN CITY FURNITURE INC        19999999991   N    N   N                    |
|  _ TWIN CITY HEADLINERS           29999999990   N    N   N                    |
|  _ TWIN CITY MISSION              19999999990   N    N   N                    |
|  _ TWIN CITY PHARMACY             19999999990   N    N   N                    |
|  _ TWIN CITY PROPERTIES MGMT INC  19999999990   N    N   N                    |
|            ** More Vendors - Press <Enter> to View **                         |
|           PF4=Exit  PF9=Bid  PF10=Remit  PF11=Order  PF12=Main                |
+-------------------------------------------------------------------------------+
      Hmenu Help  EHelp                  Bkwd  Frwd  Addr  Left  Right
```

- Type an asterisk (*) in the Vendor: field and press <ENTER> will access an alphabetical listing of all vendors.
- The Voucher: field can be used to position the screen display.
- The Fiscal Year: field allows you to select the fiscal year in which the voucher was posted.
- Vendor information can be accessed by using the PF9 key. A pop-up window will appear providing the vendor's address, date the account was established, and other information for the selected vendor.

Screen 162 - PF9 Pop-up Window


TWIN PEAKS COFFEE SERVICE
PO BOX 1586
Established: 03/15/1999 Disc: Retn:
Last Active: 05/09/2003 Limit: Com:
BRYAN TX 77801
YTD Paid: 282,526.26 Type: BU Hold: N

- Typing an 'X' in the S (Select) field beside the voucher and pressing <ENTER> will pass the voucher information to Screen 168 (FAMIS Voucher Total Inquiry) where detailed information and a list of voucher line items is provided. (See Screen 168 section for more information.)
- At Screen 168, typing an 'X' in the S (Select) field beside the voucher line item and pressing <ENTER> will pass the voucher information to Screen 169 (FAMIS Voucher Line Item Inquiry) where detailed information is provided. (See section on Screen 169 for more information).

FIELD DESCRIPTIONS

Action Line Information:

Vendor:	11 digits Enter the vendor identification number.	**Entry Required**
Voucher:	7 digits Type the FAMIS voucher number.	**Entry Required**
Fiscal Yr:	4 digits Indicate the fiscal year the voucher was posted.	**Entry Required**
All:	1 character Blank - only specific mail code. 'Y' or blank - allows display of all mail codes pertaining to the vendor. EXAMPLE: IBM would list all vouchers for IBM regardless of address.	

FIELD DESCRIPTIONS, cont'd

Include Only:

Acct: 11 digits
Enter a FAMIS account number.

Dept Ref: 7 characters/digits
Indicate a reference number used by the department.

Pg _ of _ Pg(s): 3 digits
Indicates the page number of the total pages to be displayed

Screen Information:

-- Panel 1 --

S: 1 character
Place an 'X' on the line to select the vendor information.

Voucher: 7 digits
Displays a FAMIS voucher number.

Vch Lns: 3 characters
Indicates the number of line items in a particular voucher.

First Account: 15 digits
Shows the number to identify the first account paying this particular voucher.

Description: 35 characters
Displays a description of items purchased.

Stat: 4 characters
Indicates the status of the voucher.
Examples are:

CYCL	= In Check Cycle or State Voucher Cycle
DROP	= Dropped before payment - accounting reversed
PAID	= Paid (after printing or Prepaid)
PEND	= Pending voucher - no accounting. Posted
P-CN	= Pending cancelled before accounting. Posted
P-OP	= Pending voucher - open (no accounting. posted)
OUT	= Outstanding (after being posted but before entering the check or state voucher cycle
RECN	= Reconciled (Cleared Bank or State Comp)
VOID	= Check or State voucher voided

Net Amount: 13 digits
Shows the net amount of the voucher, after discount.

FIELD DESCRIPTIONS, cont'd

Batch Date: 8 digits
Indicates the batch session reference date when transaction was processed.

MC: 1 character
Shows the vendor's mail code for the voucher.

-- Panel 2 --

Dept Ref: 6 digits
Indicates a reference number used by the department.

Check Nbr: 6 digits
Identifies the check number issued when payment was made.

Check Date: 6 digits (mm/dd/yy)
Indicates the date the check was processed.

Net Amount: 10 digits
Identifies the net dollar amount of the voucher.

Additional Functions

PF KEYS See Appendix for explanation of standard PF Keys.

PF9 Addr Displays Vendors address and additional vendor information.

Voucher Inquiry
By Account

Screen 163 displays a list of vouchers for a specific subsidiary ledger account (SL) or support account (SA). And departmental reference number. The information displayed shows the status of the voucher.

Inquiries default to the current fiscal year, but previous fiscal years may be searched by typing a different year in the Fiscal Year: field.

Screen 163 - Voucher Inquiry by Account, Department Reference

```
  163 Voucher Inquiry by Account, Dept Ref                      05/12/03 16:40
                                                                 FY 2003 CC 02
  Screen: ___  Account: 241607 10000  Dept Ref: _______  Fiscal Yr: 2003
    Dept          Vch
 S   Ref   Voucher Lns     Vendor Name       Stat   Net Amount    Description
 - ------- ------- --- -------------------- ---- ------------ ----------------
 _ 0002    1400014   1 UNITED PARCEL SERVIC RECN         25.39  FREIGHT FOR THE
 _ 0003    1411391   2 CURRY PRINTING SYSTE RECN        442.33  INK FOR THE DEPA
 _ 0004    1400001   1 LASER SAVER INC      PAID        214.00  TONER CARTRIDGES
 _ 0006    1402814   1 UNITED PARCEL SERVIC RECN         66.99  FREIGHT FOR THE
 _ 0008    1406326   1 NEVA*GARRETT         RECN        800.00  071402-081202 TO
 _ 0009    1405217   3 MAT R*EULISS         RECN        500.00  082902-090102 TO
 _ 0011    1405698   4 JUDY*BARKER          RECN        800.00  082802-090102 TO
 _ 0012    1406826   3 JIM*ROSIER           RECN        500.00  083102-090102 BO
 _ 0013    1406250   3 JILL S*BARNES        RECN        800.00  082802-090102 BO
 _ 0015    1425834   5 BOBBY D*WORKMAN      PAID        914.86  08/28-09/01/02
 _ 0016    1412452   4 JAN T*LEIGHTON       RECN        650.00  082802-090102 BO
 _ 0018    1406825   3 KARY*MORRISON        RECN        800.00  08/28-09/01/02
 _ 0019    1411566   3 DAVE*PAULSON         RECN        800.00  082802-090102 TO
 _ 0020    1406832   4 GARY*WHITE           RECN        800.00  08/29-09/01/02
                 *** Press ENTER to view more Vouchers ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp                                        Left  Right
```

Screen 163 - Voucher Inquiry by Account, Dept. Reference (Panel 2)

```
  163 Voucher Inquiry by Account, Dept Ref                      05/12/03 16:40
                                                                 FY 2003 CC 02
  Screen: ___  Account: 241607 10000  Dept Ref: _______  Fiscal Yr: 2003
    Dept          Vch              Check     Check     Batch
 S   Ref   Voucher Lns  Vendor Name  Nbr      Date      Date    Stat  Net Amount
 - ------- ------- --- ------------ ------- -------- -------- ---- ------------
 _ 0002    1400014   1 UNITED PARCE 1706581 09/06/02 09/05/02 RECN        25.39
 _ 0003    1411391   2 CURRY PRINTI 1723135 10/02/02 09/30/02 RECN       442.33
 _ 0004    1400001   1 LASER SAVER          09/06/02 09/05/02 PAID       214.00
 _ 0006    1402814   1 UNITED PARCE 1709639 09/13/02 09/12/02 RECN        66.99
 _ 0008    1406326   1 NEVA* GARRET 1719395 09/24/02 09/23/02 RECN       800.00
 _ 0009    1405217   3 MAT R*EULISS 1717334 09/20/02 09/19/02 RECN       500.00
 _ 0011    1405698   4 JUDY*BARKER  1718728 09/23/02 09/20/02 RECN       800.00
 _ 0012    1406826   3 JIM*ROSIER   1719463 09/24/02 09/23/02 RECN       500.00
 _ 0013    1406250   3 JILL S*BARNE 1719410 09/24/02 09/23/02 RECN       800.00
 _ 0015    1425834   5 BOBBY D*WORK         10/28/02 10/25/02 PAID       914.86
 _ 0016    1412452   4 JAN T*LEIGNT 1724234 10/03/02 10/02/02 RECN       650.00
 _ 0018    1406825   3 KARY*MORRISO 1719462 09/24/02 09/23/02 RECN       800.00
 _ 0019    1411566   3 DAVE*PAULSON 1723386 10/02/02 09/30/02 RECN       800.00
 _ 0020    1406832   4 GARY*WHITE   1719389 09/24/02 09/23/02 RECN       800.00
                 *** Press ENTER to view more Vouchers ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp                                        Left  Right
```

BASIC STEPS

- Advance to Screen 163.
- Type an 11-digit account ID number in the Account: field and press <ENTER> to view a list of vouchers. In some cases, the 5-digit support account number will be 00000. The Voucher: field displays the FAMIS voucher number. The Dept. Ref.: field refers to the departmental voucher number given by the department.

VOUCHER LIST PROCESSES

- The Fiscal Year: field allows you to select the fiscal year in which the voucher was posted.
- Type an 'X' in the S (Select) field beside the voucher and press <ENTER> to select the voucher. The selected voucher information will then be passed to Screen 168 (FAMIS Voucher Total Inquiry) where detailed information and a list of voucher line items is provided. (See Screen 168 section for more information.)
- On Screen 168, type an 'X' in the S (Select) field beside the voucher line item and press <ENTER> to pass the voucher information to Screen 169 (FAMIS Voucher Line Item Inquiry) where detailed information is provided. (See section on Screen 169 for more information).

FIELD DESCRIPTIONS

Action Line Information:

Account:	6 digits Enter an account number for issuing voucher.	**Entry Required**
Dept. Ref:	7 characters Include a departmental reference for voucher (Reference #4) or the voucher number if the departmental reference is not required.	
Fiscal Yr:	4 digits Designate the fiscal year the voucher was posted.	**Entry Required**

FIELD DESCRIPTIONS, cont'd

Screen Information:

S: 1 character
Type an 'X' in this field to select the voucher you wish to view.

Dept. Ref: 7 characters
Indicates a departmental reference for voucher (Reference #4) or the voucher number if the departmental reference is not required.

Voucher: 7 digits
Shows the FAMIS voucher number.

Vch Lns: 3 digits
Displays the number of line items in a particular voucher.

Vendor Name: 20 characters
Identifies the vendor identification name.

-- Panel 1 --

Stat: 4 characters
Status of voucher.
Examples are:

CYCL	= In Check Cycle or State Voucher Cycle
DROP	= Dropped before payment - accounting reversed
PAID	= Paid (after printing or Prepaid)
PEND	= Pending voucher - no accounting. Posted
P-CN	= Pending cancelled before accounting. Posted
P-OP	= Pending voucher - open (no accounting. posted)
OUT	= Outstanding (after being posted but before entering the check or state voucher cycle
RECN	= Reconciled (Cleared Bank or State Comp)
VOID	= Check or State voucher voided

Net Amount: 13 digits
Shows the net amount of the voucher, after discount.

Description: 18 characters
Displays a description of items purchased.

-- Panel 2 --

Check Nbr: 6 digits
Identifies the check number issued when payment was made.

FIELD DESCRIPTIONS, cont'd

Check Date: 6 digits (mm/dd/yy)
Indicates the date the check was processed.

Batch Date: 8 digits
Shows the date of the batch session when the transaction was processed.

Stat: 4 characters
Status of voucher.
Examples are:

CYCL = In Check Cycle or State Voucher Cycle
DROP = Dropped before payment - accounting reversed
PAID = Paid (after printing or Prepaid)
PEND = Pending voucher - no accounting. Posted
P-CN = Pending cancelled before accounting. Posted
P-OP = Pending voucher - open (no accounting. posted)
OUT = Outstanding (after being posted but before entering the check or state voucher cycle
RECN = Reconciled (Cleared Bank or State Comp)
VOID = Check or State voucher voided

Net Amount: 14 digits
Shows the net amount of the voucher, after discount.

Additional Functions

PF KEYS See Appendix for explanation of standard PF Keys.

Voucher Inquiry
By Purchase Order Number

Screen 164 displays a list of vouchers by purchase order number. The information displayed shows the status of the voucher.

Inquiries default to the current fiscal year, but previous fiscal years may be searched by typing a different year in the Fiscal Year: field.

Screen 164 - Voucher Inquiry by PO Number

```
  164 Voucher Inquiry by PO Number                              05/12/03 16:43
                                                                 FY 2003 CC 02
  Screen: ___  PO Nbr: L______  Fiscal Year: 2003
     PO            Vch    First                                          Dept
 S   Nbr   Voucher Lns   Account      Vendor Name    Stat   Net Amount    Ref
 - ------- ------- --- ------------ ---------------- ---- ------------ -------
 _ L100840 1516114   1 130005-00000 TEXAS AGRICULTUR RECN        46.00- 2907
 _ L100840 1516380   2 130005-00000 TEXAS AGRICULTUR RECN       249.48  2907
 _ L194270 1461654   1 421050-00000 SCOTT & WHITE HO RECN       650.00  0001
 _ L200317 1490960   2 500260-70000 DI*LING          PAID       551.04   02020
 _ L216583 1421676   1 241801-00697 ALBERTSON'S      RECN        14.00  00697
 _ L218015 1404357   1 270490-00000 CANON U S A INC  PAID        38.00  0275
 _ L218015 1415518   2 270490-00000 CANON U S A INC  PAID        49.88  0275
 _ L218760 1406462   1 210670-00000 MIKE*SANDERS     RECN       234.38- 0000
 _ L218760 1406463   1 210670-00000 SHELLEY T*HOWE   RECN        11.00- 0000
 _ L218760 1406465   1 210670-00000 LORY*HENDERSON   RECN        24.00- 0000
 _ L220466 1417556   3 270280-00000 MARK*HERMANN     RECN       274.84  4051
 _ L227302 1401968   1 270040-05012 XEROX CORP       PAID        30.00  85802
 _ L227302 1455487   1 270040-05012 XEROX CORP       PAID        45.00  85802
 _ L227302 1497792   1 270040-05012 XEROX CORP       PAID        45.00  85802
                 *** Press ENTER to view more accounts ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp                                        Left  Right
```

Screen 164 - Voucher Inquiry by PO Number (Panel 2)

```
  164 Voucher Inquiry by PO Number                              05/12/03 16:44
                                                                 FY 2003 CC 02
  Screen: ___  PO Nbr: L______  Fiscal Year: 2003
     PO            Vch    First       Check    Check    Batch
 S   Nbr   Voucher Lns   Account       Nbr     Date     Date     Stat  Net Amount
 - ------- ------- --- ------------ ------- -------- -------- ---- ------------
 _ L100840 1516114   1 130005-00000  STVCHR 04/23/03 04/22/03 RECN        46.00-
 _ L100840 1516380   2 130005-00000  STVCHR 04/23/03 04/22/03 RECN       249.48
 _ L194270 1461654   1 421050-00000 1789617 01/08/03 01/07/03 RECN       650.00
 _ L200317 1490960   2 500260-70000         03/06/03 03/05/03 PAID       551.04
 _ L216583 1421676   1 241801-00697 1735788 10/28/02 10/25/02 RECN        14.00
 _ L218015 1404357   1 270490-00000         09/18/02 09/17/02 PAID        38.00
 _ L218015 1415518   2 270490-00000         10/09/02 10/08/02 PAID        49.88
 _ L218760 1406462   1 210670-00000 1735730 10/28/02 09/23/02 RECN       234.38-
 _ L218760 1406463   1 210670-00000 1735730 10/28/02 09/23/02 RECN        11.00-
 _ L218760 1406465   1 210670-00000 1735730 10/28/02 09/23/02 RECN        24.00-
 _ L220466 1417556   3 270280-00000 1729145 10/11/02 10/10/02 RECN       274.84
 _ L227302 1401968   1 270040-05012         09/13/02 09/12/02 PAID        30.00
 _ L227302 1455487   1 270040-05012         12/17/02 12/16/02 PAID        45.00
 _ L227302 1497792   1 270040-05012         03/21/03 03/20/03 PAID        45.00
                 *** Press ENTER to view more accounts ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp                                        Left  Right
```

BASIC STEPS

- Advance to Screen 164.
- Type a PO number in the PO Number: field and press <ENTER>.

PURCHASE ORDER LIST PROCESSES

- Type an asterisk (*) in the Purchase Order (PO) Number: field followed by <ENTER> to access a numerical listing of all vouchers by PO number.
- The Fiscal Year: field allows you to select the fiscal year in which the voucher was posted.
- Type an 'X' in the S (Select) field beside the voucher and press <ENTER> to pass the voucher information to Screen 168 (FAMIS Voucher Total Inquiry) where detailed information and a list of voucher line items is provided. (See Screen 168 section for more information.)
- On Screen 168, type an 'X' in the S (Select) field beside the voucher line item and press <ENTER> to pass the voucher information to Screen 169 (FAMIS Voucher Line Item Inquiry) where detailed information is provided. (See section on Screen 169 for more information).

FIELD DESCRIPTIONS

Action Line Information:

PO Nbr:	7 digits Enter a FAMIS purchase order number, or type an asterisk (*) and press <ENTER>.	**Entry Required**
Fiscal Year:	4 digits Type the fiscal year the voucher was posted.	**Entry Required**

Screen Information:

S:	1 character Type an 'X' in this field to select the voucher you wish to view.
PO Nbr:	7 digits Displays a FAMIS purchase order number.
Voucher:	7 digits Indicates the FAMIS voucher number.

FIELD DESCRIPTIONS, cont'd

Vch Lns: 3 digits
Shows the number of line items in a particular voucher.

First Account: 15 digits
Identifies the first account paying this particular voucher.

Vendor Name: 16 characters
Displays the vendor identification name.

-- Panel 1 --

Stat: 4 characters
Shows the status of the voucher.
Examples are:
CYCL = In Check Cycle or State Voucher Cycle
DROP = Dropped before payment - accounting reversed
PAID = Paid (after printing or Prepaid)
PEND = Pending voucher - no accounting. Posted
P-CN = Pending cancelled before accounting. Posted
P-OP = Pending voucher - open (no accounting. posted)
OUT = Outstanding (after being posted but before entering the check or state voucher cycle
RECN = Reconciled (Cleared Bank or State Comp)
VOID = Check or State voucher voided

Net Amount: 13 digits
Displays the net amount of the voucher, after discount.

Dept Ref: 7 characters
Indicates the departmental reference for voucher (Reference #4) or the voucher number if the departmental reference is not required.

-- Panel 2 --

Check Nbr: 6 digits
Identifies the check number issued when payment was made.

Check Date: 6 digits (mm/dd/yy)
Indicates the date the check was processed.

Batch Date: 8 digits
Shows the date of the batch session when the transaction was processed.

FIELD DESCRIPTIONS, cont'd

Stat: 4 characters
Status of voucher.
Examples are:
CYCL = In Check Cycle or State Voucher Cycle
DROP = Dropped before payment - accounting reversed
PAID = Paid (after printing or Prepaid)
PEND = Pending voucher - no accounting. Posted
P-CN = Pending cancelled before accounting. Posted
P-OP = Pending voucher - open (no accounting. posted)
OUT = Outstanding (after being posted but before entering the check or state voucher cycle
RECN = Reconciled (Cleared Bank or State Comp)
VOID = Check or State voucher voided

Net Amount: 14 digits
Shows the net amount of the voucher, after discount.

Additional Functions

PF KEYS See Appendix for explanation of standard PF Keys.

Outstanding Voucher Inquiry

To obtain a listing of outstanding vouchers, use Screen 165. This screen is similar in format to Screen 161, except that only the outstanding vouchers are displayed on the screen in voucher number order. Screen 161 contains all vouchers on record.

Screen 165 - Outstanding Voucher Inquiry

```
  165 Outstanding Voucher Inquiry                                  05/12/03 16:45
                                                                    FY 2003 CC 02

  Screen: ___  Fiscal Year: 2003  Voucher: _______
            Vch    First     Fscl First                                    Due
 S Voucher Lns   Account     Yr  Bank  Vendor Name  Stat   Net Amount     Date
 - ------- --- ------------ ---- ----- ------------ ---- ------------- --------
 _ 1525580   1 300090-30000 2003 03000 UNITED STATE CYCL         55.00  05/09/03
 _ 1525766   1 300540-00000 2003 03000 MSC STUDENT  CYCL        264.00  03/13/03
 _ 3313588   1 953370-10000 2003 04800 DALE*PAULEY  CYCL        117.92  05/09/03
 _ 1525838   1 270650-00000 2003 03000 ADVANCED MED CYCL        134.84  05/09/03
 _ 1525291   1 220450-00000 2003 03000 CORNING INC  CYCL      7,194.37  05/07/03
 _ 1525323   1 250048-00000 2003 03000 WILLIAMS COL CYCL        620.50  05/09/03
 _ 1525864   1 289010-11500 2003 03000 ALI MED INC  CYCL         40.94  05/09/03
 _ 1470129   1 211660-00000 2003 03000 THE*RIVERSID OUT          46.20- 01/28/03
 _ 1470131   1 211660-00000 2003 03000 THE*RIVERSID OUT          42.43  01/28/03
 _ 1499195   1 250477-00000 2003 03000 CYRK         OUT       2,609.50  03/20/03
 _ 1525324   1 270880-00000 2003 03000 ASTRODYNE CO CYCL         41.83  05/09/03
 _ 1525596   1 510616-00000 2003 03000 PETE ARLAN V CYCL      1,170.51  05/09/03
 _ 1513041   1 250422-00000 2003 03000 KONICA BUSIN OUT        526.00  04/16/03
 _ 1516457   1 217620-00000 2003 03000 KONICA BUSIN OUT        526.00  04/22/03
                ** Press <ENTER> to view more vouchers **
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp
```

BASIC STEPS

- Advance to Screen 165.
- Type the voucher number and press <ENTER> to view a listing of outstanding vouchers. The outstanding vouchers will be listed in numerical order. If more detailed information is needed, type an 'X' in the Sel: field beside the voucher to advance to Screen 168 (FAMIS Voucher Total Inquiry).

OUTSTANDING VOUCHER PROCESSES

- Type an asterisk (*) in the Voucher: field and press <ENTER> to access a numerical listing of all vouchers.
- Type an 'X' in the S (Select) field beside the voucher and press <ENTER> to pass the voucher information to Screen 168 (FAMIS Voucher Total Inquiry) where detailed information and a list of voucher line items is provided. (See Screen 168 section for more information.)
- On Screen 168, type an 'X' in the S (Select) field beside the voucher line item and press <ENTER> to pass the voucher information to Screen 169 (FAMIS Voucher Line Item Inquiry) where detailed information is provided. (See section on Screen 169 for more information).

FIELD DESCRIPTIONS

Action Line Information:

Fiscal Year: 4 digits — **Entry Required**
Enter the fiscal year the voucher was posted.

Voucher: 7 digits — **Entry Required**
Type a FAMIS voucher number.

Screen Information:

S: 1 character
Type an 'X' in this field to select the voucher you wish to view.

Voucher: 7 digits
Shows the FAMIS voucher number.

Vch Lns: 3 digits
Displays the number of line items in a particular voucher.

First Account: 15 digits
Indicates the number to identify the first account paying this particular voucher.

Fscl Yr: 4 digits
Shows the fiscal year the voucher was posted.

First Bank: 11 digits
Displays the bank number the voucher was paid against.

Vendor Name: 35 characters
Displays the vendor identification name.

Stat: 4 characters
Status of voucher.
Examples are:
CYCL = In Check Cycle or State Voucher Cycle
DROP = Dropped before payment - accounting reversed
PAID = Paid (after printing or Prepaid)
PEND = Pending voucher - no accounting. Posted
P-CN = Pending cancelled before accounting. Posted
P-OP = Pending voucher - open (no accounting. posted)
OUT = Outstanding (after being posted but before entering the check or state voucher cycle
RECN = Reconciled (Cleared Bank or State Comp)
VOID = Check or State voucher voided

FIELD DESCRIPTIONS, cont'd

Net Amount: 14 digits
Shows the net amount of the voucher, after discount.

Due Date: 8 digits
Indicates the date the payment for the voucher is due. If a discount code was specified, the due date is calculated; if no discount code was specified, the due date will default to the current date of the voucher.

Additional Functions

PF KEYS See Appendix for explanation of standard PF Keys.

Pending Voucher Inquiry

To view a list of pending vouchers, use Screen 166. This screen displays a list of vouchers in voucher number order by year. To change the display, enter a specific fiscal year and voucher number.

Screen 166 - Pending Voucher Inquiry

```
  166 Pending Voucher Inquiry                                    05/12/03 16:47
                                                                  FY 2003 CC 02

  Screen: ___  Fiscal Year: 2003  Voucher: _______
            Vch    First     Fscl First
 S Voucher Lns   Account     Yr  Bank       Vendor Name       Stat   Net Amount
 - ------- --- ------------ ---- ----- --------------------- ---- -------------
 _ 1506078   1 290096-00000 2003 73001 SPECTRA GASES INC     P-OP          8.00
 _ 1506108   2 461065-00000 2003 03000 SAM BRASWELL          P-OP        229.00
 _ 1506413   1 461065-00000 2003 03000 MARY*MARTIN           P-OP        247.75
 _ 1506650   2 217800-00000 2003 03000 FELIX R*CATWELL       P-OP        488.00
 _ 1507746   2 510505-00000 2003 03000 XEROX CORP            P-OP        429.23
 _ 1514859   1 500372-40210 2003 03000 GABY*HAYES           P-OP        200.00
 _ 1517132   1 510081-00000 2003 03000 ROY L*ROGERS         P-OP        825.00
 _ 1517777   1 241401-00000 2003 03000 CELEBRITY LIMOUSINE & P-CL        170.00
 _ 1519441   1 290004-00000 2003 73001 FRANK*SAMPSON        P-CL          7.38
 _ 1520625   1 211640-00000 2003 03000 TEXAS A&M BOOKSTORE # P-OP         95.84
 _ 1521525   1 130053-10000 2003 73001 SOLUTIONS 4 SURE     P-CL        169.90
 _ 1521621   1 270040-05000 2003 03000 K D LANGSTON         P-OP        660.00
 _ 1522018   2 510505-00000 2003 03000 XEROX CORP            P-OP        413.78
 _ 1522131   1 430622-00000 2003 03000 NEWARK INONE          P-OP         65.04
                ** Press <ENTER> to view more vouchers **
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp
```

BASIC STEPS

- Advance to Screen 166.
- To view a specific voucher, type the fiscal year and voucher number on the Action Line and press <ENTER>. To view a list of pending vouchers for a specific year, use the Fiscal Year: field and press <ENTER>.
- The pending vouchers will be listed in numerical order. If more detailed information is needed, type an 'X' in the Sel: field beside the voucher to advance to Screen 168 (FAMIS Voucher Total Inquiry).

FIELD DESCRIPTIONS

Action Line Information:

Fiscal Year: 4 digits — **Entry Required**
Enter the fiscal year the voucher was posted.

Voucher: 7 digits
Type a FAMIS voucher number.

FIELD DESCRIPTIONS, cont'd

Screen Information:

S: 1 character
Type an 'X' in this field to select the voucher you wish to view.

Voucher: 7 digits
Shows the FAMIS voucher number.

Vch Lns: 3 digits
Displays the number of line items in a particular voucher.

First Account: 15 digits
Indicates the number to identify the first account paying this particular voucher.

Fiscal Yr: 4 digits
Shows the fiscal year the voucher was posted.

First Bank: 11 digits
Displays the bank number the voucher was paid against.

Vendor Name: 35 characters
Displays the vendor identification name.

Stat: 4 characters
Status of voucher.
Examples are:

CYCL	=	In Check Cycle or State Voucher Cycle
DROP	=	Dropped before payment - accounting reversed
PAID	=	Paid (after printing or Prepaid)
PEND	=	Pending voucher - no accounting. Posted
P-CN	=	Pending cancelled before accounting. Posted
P-OP	=	Pending voucher - open (no accounting. posted)
OUT	=	Outstanding (after being posted but before entering the check or state voucher cycle
RECN	=	Reconciled (Cleared Bank or State Comp)
VOID	=	Check or State voucher voided

Net Amount: 14 digits
Shows the net amount of the voucher, after discount.

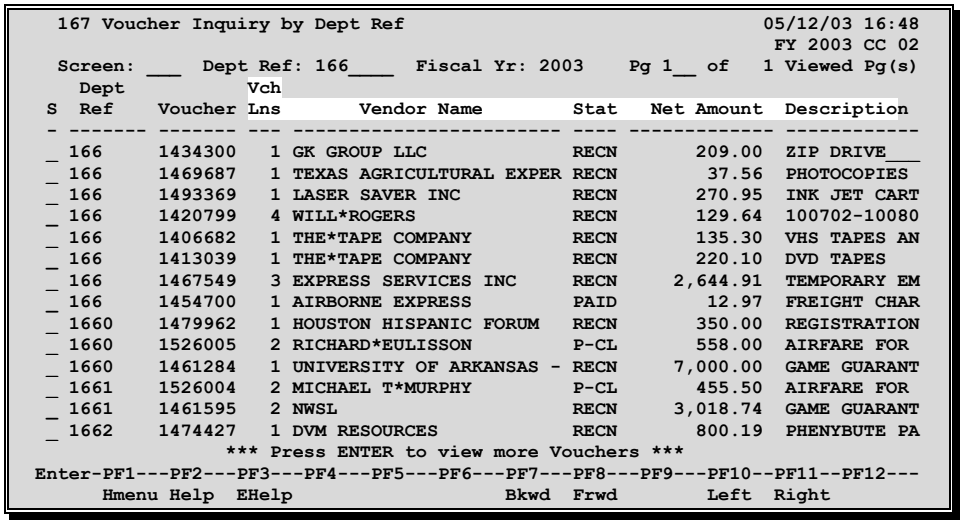
Additional Functions

PF KEYS See Appendix for explanation of standard PF Keys.

Voucher Inquiry
By Departmental Reference

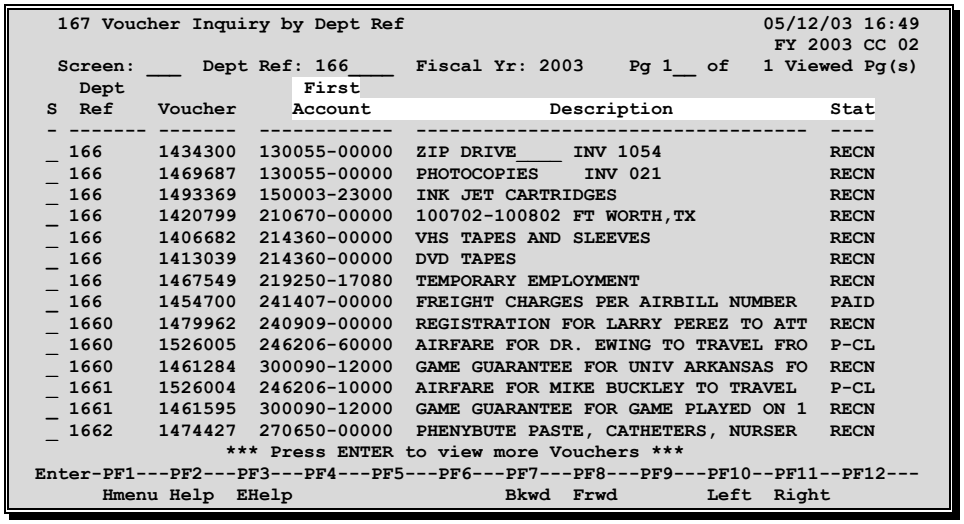
Screen 167 provides a listing of vouchers for a specified departmental reference code. To see additional information about a particular voucher, type an 'X' in the S: field to select it. FAMIS will then display the additional information for you on Screen 168.

Screen 167 - Voucher Inquiry by Dept Ref



```
  167 Voucher Inquiry by Dept Ref                                  05/12/03 16:48
                                                                    FY 2003 CC 02
  Screen: ___  Dept Ref: 166____  Fiscal Yr: 2003    Pg 1__ of   1 Viewed Pg(s)
    Dept          Vch
 S  Ref    Voucher Lns       Vendor Name          Stat   Net Amount  Description
 - ------- ------- --- ------------------------ ---- ------------- ------------
 _ 166     1434300   1 GK GROUP LLC             RECN        209.00  ZIP DRIVE___
 _ 166     1469687   1 TEXAS AGRICULTURAL EXPER RECN         37.56  PHOTOCOPIES
 _ 166     1493369   1 LASER SAVER INC          RECN        270.95  INK JET CART
 _ 166     1420799   4 WILL*ROGERS              RECN        129.64  100702-10080
 _ 166     1406682   1 THE*TAPE COMPANY         RECN        135.30  VHS TAPES AN
 _ 166     1413039   1 THE*TAPE COMPANY         RECN        220.10  DVD TAPES
 _ 166     1467549   3 EXPRESS SERVICES INC     RECN      2,644.91  TEMPORARY EM
 _ 166     1454700   1 AIRBORNE EXPRESS         PAID         12.97  FREIGHT CHAR
 _ 1660    1479962   1 HOUSTON HISPANIC FORUM   RECN        350.00  REGISTRATION
 _ 1660    1526005   2 RICHARD*EULISSON         P-CL        558.00  AIRFARE FOR
 _ 1660    1461284   1 UNIVERSITY OF ARKANSAS - RECN      7,000.00  GAME GUARANT
 _ 1661    1526004   2 MICHAEL T*MURPHY         P-CL        455.50  AIRFARE FOR
 _ 1661    1461595   2 NWSL                     RECN      3,018.74  GAME GUARANT
 _ 1662    1474427   1 DVM RESOURCES            RECN        800.19  PHENYBUTE PA
              *** Press ENTER to view more Vouchers ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp                  Bkwd  Frwd        Left  Right
```

Screen 167 - Voucher Inquiry by Dept Ref (Panel 2)



```
  167 Voucher Inquiry by Dept Ref                                  05/12/03 16:49
                                                                    FY 2003 CC 02
  Screen: ___  Dept Ref: 166____  Fiscal Yr: 2003    Pg 1__ of   1 Viewed Pg(s)
    Dept              First
 S  Ref    Voucher    Account              Description                    Stat
 - ------- -------  ----------  ------------------------------------  ----
 _ 166     1434300  130055-00000  ZIP DRIVE____ INV 1054               RECN
 _ 166     1469687  130055-00000  PHOTOCOPIES    INV 021               RECN
 _ 166     1493369  150003-23000  INK JET CARTRIDGES                   RECN
 _ 166     1420799  210670-00000  100702-100802 FT WORTH,TX            RECN
 _ 166     1406682  214360-00000  VHS TAPES AND SLEEVES                RECN
 _ 166     1413039  214360-00000  DVD TAPES                            RECN
 _ 166     1467549  219250-17080  TEMPORARY EMPLOYMENT                 RECN
 _ 166     1454700  241407-00000  FREIGHT CHARGES PER AIRBILL NUMBER   PAID
 _ 1660    1479962  240909-00000  REGISTRATION FOR LARRY PEREZ TO ATT  RECN
 _ 1660    1526005  246206-60000  AIRFARE FOR DR. EWING TO TRAVEL FRO  P-CL
 _ 1660    1461284  300090-12000  GAME GUARANTEE FOR UNIV ARKANSAS FO  RECN
 _ 1661    1526004  246206-10000  AIRFARE FOR MIKE BUCKLEY TO TRAVEL   P-CL
 _ 1661    1461595  300090-12000  GAME GUARANTEE FOR GAME PLAYED ON 1  RECN
 _ 1662    1474427  270650-00000  PHENYBUTE PASTE, CATHETERS, NURSER   RECN
              *** Press ENTER to view more Vouchers ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp                  Bkwd  Frwd        Left  Right
```

BASIC STEPS

- Advance to Screen 167.
- To view vouchers with a specific departmental reference code, type the code in the Dept Ref: field and press <ENTER>. To view a list of pending vouchers for a specific year, use the Fiscal Year: field and press <ENTER>.
- The pending vouchers will be listed by departmental reference code in numerical order. If more detailed information is needed, type an 'X' in the Sel: field beside the voucher to advance to Screen 168 (FAMIS Voucher Total Inquiry).

FIELD DESCRIPTIONS

Action Line Information:

Dept Ref: 7 characters/digits **Entry Required**
Enter the departmental reference code to select vouchers for the display.

Fiscal Yr: 4 digits **Entry Required**
Type the fiscal year to be used for searching for the specified departmental reference code.

Pg __ of __
Viewed Pg(s): 3 digits
Shows the number of pages viewed, and allows you to enter the page number you want to view again.

Screen Information:

S: 1 character
Type an 'X' in this field to select the voucher you wish to view.

Dept Ref: 7 characters/digits
Displays the departmental reference code entered on the voucher when it was created.

Voucher: 7 digits
Shows the FAMIS voucher number.

-- Panel 1 --

Vch Lns: 3 digits
Displays the number of line items in a particular voucher.

Vendor Name: 35 characters
Displays the vendor identification name.

FIELD DESCRIPTIONS, cont'd

Stat: 4 characters
Status of voucher.
Examples are:
CYCL = In Check Cycle or State Voucher Cycle
DROP = Dropped before payment - accounting reversed
PAID = Paid (after printing or Prepaid)
PEND = Pending voucher - no accounting. Posted
P-CN = Pending cancelled before accounting. Posted
P-OP = Pending voucher - open (no accounting. posted)
OUT = Outstanding (after being posted but before entering the check or state voucher cycle
RECN = Reconciled (Cleared Bank or State Comp)
VOID = Check or State voucher voided

Net Amount: 14 digits
Shows the net amount of the voucher, after discount.

Description: 12 characters
Displays a description of the item(s) on the voucher.

-- Panel 2 --

First Account: 11 digits
Shows the first account number listed on the voucher.

Description: 21 characters
Displays the description entered on the voucher.

Stat: 4 characters
Shows the status of the voucher. Valid values are:
CYCL = In Check Cycle or State Voucher Cycle
DROP = Dropped before payment - acctg reversed
PAID = Paid (after printing or Prepaid)
PEND = Pending voucher - no acctg. Posted
P-CN = Pending cancelled before acctg. Posted
P-OP = Pending voucher - open (no acctg. posted)

FIELD DESCRIPTIONS, cont'd

P-CL	=	Pending closed - closed but not posted; should post overnight and enter into CYCL otherwise there may be a problem
OUT	=	Outstanding (after being posted but before entering the check or state voucher cycle
RECN	=	Reconciled (Cleared Bank or State Comp)
VOID	=	Check or State voucher voided

Additional Functions

PF KEYS — See Appendix for explanation of standard PF Keys.

Voucher
Total Inquiry

The voucher header information that is common for all line items of a specific multi-account voucher can be viewed on Screen 168. Each of the multiple accounts included on the voucher is displayed with one line of information. The easiest way to access Screen 168 is through Screens 161 through 165. Typing an 'X' in the S (Select) field of these screens, will pass the information to Screen 168. In this case, the voucher #, line item and fiscal year are automatically entered on the action line.

To see more detail about the line items of the voucher, type an 'X' in the S: field and press enter to advance to Screen 169.

When looking at the status on a voucher, keep in mind that the status field only shows the status of the 1st line of the voucher. If there are multiple lines, you need to check each one to see the status.

Screen 168 - Voucher Total Inquiry

```
  168 Voucher Total Inquiry                                      05/12/03 16:52
                                                                  FY 2003 CC 02
  Screen: ___  Voucher: 1407737  Fiscal Year: 2003
                                                                 Status: RECN
     Vendor: 19999999992  XEROX CORP                               Hold: N
   Alt Vndr:                                                       Encl:
   Due Date: 10/01/2002           Desc: RENEWAL MAINTENANCE AGREE  St Vch: Y
   Inv Date: 09/03/2002    Cust AR Nbr: 664849908                  Revolv: N
 Dlvry Date: 08/31/2002        GSC Ord:              Pending:      Chg Src: N
   Dept Ref: 00000     Cont Work Force:                  ACH:     ACH Ovrd:
    Tran Cd: 140             Check Nbr:              St Warrant Nbr: 169490392
 St Req Nbr:                Check Date:                Warrant Date: 10/02/2002
 Vchr Total: 145.00         Check Recon:              USAS Doc Type: 9   PCC:
 Bank Trace:                        IC:   Reason:    Orig Dist Date:
 S Itm      Account        Net Amount   PO No.  Invoice Number Bank  Dp Vd XRef
 - --- ----------------- -------------- ------- -------------- ----- -- -- ----
 _   1 149015 00000 5512        145.00  A200086 090798797      72001  N  N


                      *** End of line items ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp             Desc              Addr  Det
```

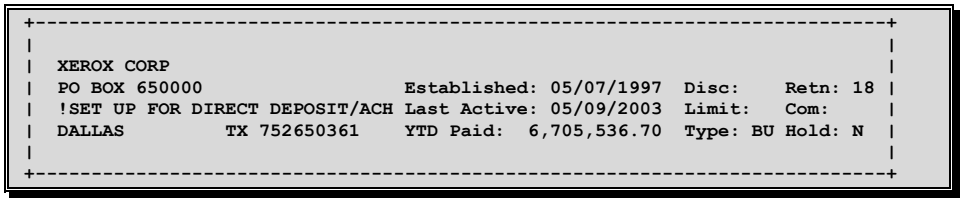
BASIC STEPS

- Advance to Screen 168.
- Type a voucher number in the Voucher: field and press <ENTER>.

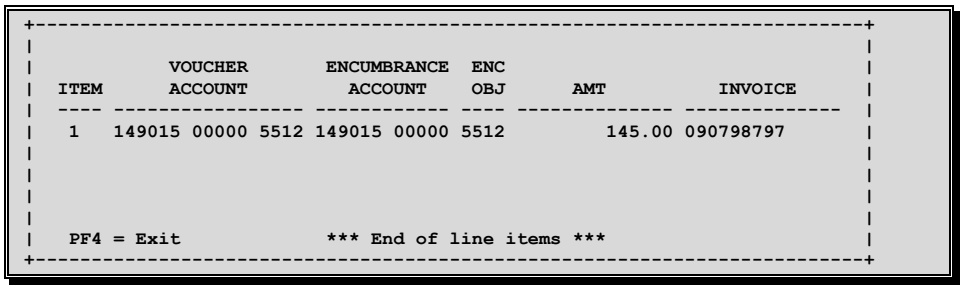
Screen 163, or any other inquiry screen can be used to obtain the voucher number for a particular account.

VOUCHER TOTAL INQUIRY PROCESSES

- Entering the Fiscal Year allows you to select the fiscal year in which the voucher was posted.
- Vendor information can be accessed by using the PF9 key. A pop-up window will appear providing the address and other information for the selected vendor.


XEROX CORP
PO BOX 650000 Established: 05/07/1997 Disc: Retn: 18
!SET UP FOR DIRECT DEPOSIT/ACH Last Active: 05/09/2003 Limit: Com:
DALLAS TX 752650361 YTD Paid: 6,705,536.70 Type: BU Hold: N

- Press the PF10 key to view the voucher item, account on the voucher and the encumbrance account.


VOUCHER ENCUMBRANCE ENC
ITEM ACCOUNT ACCOUNT OBJ AMT INVOICE
1 149015 00000 5512 149015 00000 5512 145.00 090798797
PF4 = Exit *** End of line items ***

- On Screen 168, type an 'X' in the S (Select) field beside the voucher line item and press <ENTER> to pass the voucher information to Screen 169 (FAMIS Voucher Line Item Inquiry) where detailed information is provided. *(See section on Screen 169 for more information).*

FIELD DESCRIPTIONS

Action Line Information:

Voucher: 7 digits **Entry Required**
Enter a FAMIS voucher number.

Fiscal Year: 4 digits **Entry Required**
Enter the fiscal year voucher was posted.

FIELD DESCRIPTIONS, cont'd

Information Fields:

Status: 4 characters
Status of voucher. Examples are:
CYCL = In Check Cycle or State Voucher Cycle
DROP = Dropped before payment - accounting reversed
PAID = Paid (after printing or Prepaid)
PEND = Pending voucher - no accounting. Posted
P-CN = Pending cancelled before accounting. Posted
P-OP = Pending voucher - open (no accounting. posted)
OUT = Outstanding (after being posted but before entering the check or state voucher cycle
RECN = Reconciled (Cleared Bank or State Comp)
VOID = Check or State voucher voided

Vendor: 11 digits
Shows the vendor charged the with the expense.

Hold: 1 character
N or Blank = No hold on voucher print.
Y = Do not print check/voucher.

Alt Vndr: 11 digits
Shows the alternate vendor receiving payment.

Encl: 1 character
Shows the code indicating enclosures may be included. This will force separate checks for local vouchers. Vouchers will be grouped by identical codes. Examples are:
A = Auditor
Blank = Not specified
C = Comptroller
L = Local
S = Audit Services
Y = Yes, enclosures

Due Date: 8 digits
Indicates the due date on voucher. This could indicate the date the voucher is pulled to cycle for payment or the date a prepaid voucher was entered into FAMIS.

Desc: 35 characters
Displays a description of items purchased.

FIELD DESCRIPTIONS, cont'd

St Vch: 1 character
Y = Indicates the voucher is paid with state money.

Inv Date: 8 digits
Shows the date the invoice was issued.

Cust AR Nbr: 25 digits
Identifies the customer Accounts Receivable number assigned to purchaser by vendor.

Revolv: 1 character
Y = Indicates the voucher is a revolving voucher.

Dlvry Date: 8 digits
Indicates the receiving (delivery) date for vouchers created via the Purchasing Module of FAMIS. When a voucher is created on Screen 345, the receiving date is picked up from the limited purchase received date or from the date of the receiving document for documents where a receiving document was created.

GSC Ord: 15 characters
TBPC (General Services Commission) defined code for purchase orders requiring their approval.

Pending: 1 character
Indicates whether the voucher is pending.

Chg Src: 1 character
Y = Indicates the voucher involved the change source of funds process.

Dept Ref: 15 characters
This field is for the departmental reference for voucher (Reference #4) or the voucher number if the departmental reference is not required.

Cont Work Force: 1 character
Indicates that this payment is flagged as a Contract Work Force Payment.

FIELD DESCRIPTIONS, cont'd

ACH: 1 character
Indicates ('Y' or 'N') if voucher is marked for the ACH process.

ACH Ovrd: 1 character
Indicates ('Y' or 'N') if an override was put on the ACH voucher – thereby creating a check in the check cycle.

Tran Cd: 3 digits
The transaction code identifies the type of transaction.

Check Nbr: 7 digits
Shows the check number printed on the check.

St Warrant Nbr: 7 digits
This number is assigned by the state and displayed after the voucher has been reconciled.

St Req Nbr: 15 digits
Shows the state requisition number.

Check Date: 8 digits
Displays the date the check was printed.

Warrant Date: 6 or 8 digits (xxxxxx or xx/xx/xx)
Identifies the date given by the state indicating when the state warrant was produced.

Vchr Total: 12 digits
The total amount of the voucher; the sum of the line items.

Check Recon: 1 character
Y = Indicates the check has been reconciled. The date indicates when the bank cleared the check.

USAS Doc Type: 3 characters
Document type code assigned by USAS.

PCC: 1 character
A General Services Commission (GSC) defined Purchase Category Code that identifies various purchase types and associated payments.

FIELD DESCRIPTIONS, cont'd

Bank Trace: 15 digits
Shows the bank number the voucher was paid against.

IC: 1 character **? Help Available**
Identify the interest calculation procedure to be followed. Valid values are:
A =Accept Scheduling of Late Payment
BLANK = None
F = Force Interest Calculation
R = Refuse Interest Calculation

Reason: 2 characters **? Help Available**
Include the reason for interest exemption: Valid values are:
AD = Agency Discretion Exercised
AI = Automation Issue(s)
AP = Advance Payment
DP = Disputed Payment
DT = Direct Payment of Travel Expenses
FC = FED Contract/Terms Prohibit Pymt
GE = GSC Exemption Granted 7 Documented
MI = Mailing Instr On PO Not Followed
NI = No Invoice Received

Orig Dist Date: 8 digits
Indicates the first date the system attempted to pay a vendor on hold.

S: 1 character
Type an 'X' to select and press <ENTER> to view the voucher information.

Itm: 2 digits
Displays the line number of an item entered on a voucher.

Account: 11 digits
Indicates the number to identify account paying the first line item of the voucher.

Net Amount: 14 digits
Shows the net amount of the voucher, after discount.

FIELD DESCRIPTIONS, cont'd

PO No.: 7 digits
Shows the FAMIS purchase order number.

Invoice Number: 14 digits
Displays the invoice number for a particular voucher.

Bank: 5 digits
Shows the bank number the voucher was paid against

Dp: 1 character
Flag set to 'Y' = deleted unpaid voucher.

Vd: 1 character
'Y' indicates the check has been voided. 'N' indicates the check has not been voided.

XRef: 3 characters/digits
For interest calculations, this indicates the item number of the principal item on which the interest is based.

Additional Functions

PF KEYS See Appendix for explanation of standard PF Keys.

PF6 Desc Shows additional information about the description.

PF9 Addr Shows the vendor's address information.

PF10 Det Displays the voucher item, account number on the voucher and the encumbrance account.

Voucher Line Item Inquiry

Screen 169 displays all the information associated with a specific voucher record. It is especially useful for finding the date a check cleared and was reconciled.

Screen 169 - Voucher Line Item Inquiry

```
  169 Voucher Line Item Inquiry                                  05/12/03 16:57
                      UNITED PARCEL SERVICE                       FY 2003 CC 02
  Screen: ___  Voucher: 1497287  Line Item: 1__  Fiscal Year: 2003
                   Cross Reference Item:                  PANEL: 01  MORE>>
 Trans Code: 140           Dept. Ref. #: 0         Enclosure Code:
 Invoice Dt: 03/01/03          Order Dt: 02/22/03          Due Dt: 03/19/03
 Invoice No: 0000Y48825093   Delivery Dt: 02/28/03     Req Pymt Dt: 04/03/03
Inv Rcvd Dt: 03/07/03        Act Rcvd Dt:              Pymt Due Dt: 04/06/03
Description: DELIVERY SERVICES                        Orig Dist Dt:
  Vendor ID: 1999999991D          W2/SSN:               Alt Vendor:
USAS Doc Tp: 9                 PCC Code:                  PDT Code:
  LDT Codes: 65                PCA Code:                    PO Nbr: A314420
Inv. Amt:        27.50      IC:      Rsn:                  P/F Liq: F   1099:
Disc Amt:              Disc Dt: 03/19/03       Lost: N  Batch: PVP995  03/19/03
 Net Amt:        27.50 FA Acct: 149015-00000-5650     Comp Cd: 7286 Bank: 73001
                                                  Orig Comp Cd: 7286
    Hold: N       Drop: N           --- Check Cycle: N --- St Vchr  Y Cycle: N
    Pull:      Pending:             Nbr:                  Y 03/20/03
Trn Pull:     FFX Feed: B 03/20/03 Void: N                N
 Ck Feed: N  Revolving: N         Recon: N                Y 04/02/03 101416752
 St Feed: Y Change Src: N
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp             Desc  XRItm VOInt Addr  Left  Right
```

Screen 169 - Voucher Line Item Inquiry, Panel 2

```
  169 Voucher Line Item Inquiry                                  05/12/03 16:57
                      UNITED PARCEL SERVICE                       FY 2003 CC 02
  Screen: ___  Voucher: 1497287  Line Item: 1__  Fiscal Year: 2003
 <<MORE              Cross Reference Item:                  PANEL: 02
 Trans Code: 140           Dept. Ref. #: 0         Enclosure Code:
 Invoice Dt: 03/01/03          Order Dt: 02/22/03          Due Dt: 03/19/03
 Invoice No: 0000Y48825093   Delivery Dt: 02/28/03     Req Pymt Dt: 04/03/03
Inv Rcvd Dt: 03/07/03        Act Rcvd Dt:              Pymt Due Dt: 04/06/03
Description: DELIVERY SERVICES                        Orig Dist Dt:
  Vendor ID: 1999999999D          W2/SSN:               Alt Vendor:
                         Cont Wk Force:         Travel Hotel Zip:

Inv. Amt:        27.50 Liab Acct: 014900-2100
Disc Amt:              Disc Acct:       -      Lost: N  Batch: PVP995  03/19/03
 Net Amt:        27.50   FA Acct: 149015-00000-5650

   State Hold Override Information
      Override Flag:
            User ID:
        Override Dt:

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp             Desc  XRItm VOInt Addr  Left  Right
```

BASIC STEPS

- Advance to Screen 169.
- Enter Action Line information (voucher, line item and fiscal year) and press <ENTER>.
- The specified voucher information will be displayed in detail.

VOUCHER RECORD DISPLAY PROCESSES

- Vendor information can be accessed by using the PF9 key. A pop-up window will appear providing the address and other information for the selected vendor.
- Pressing PF6 provides a pop-up window with additional description.

Screen 169 - PF6 Pop-up window for additional description

```
   169 Voucher Line Item Inquiry                                  05/12/03 16:59
                        UNITED PARCEL SERVICE                      FY 2003 CC 02
   Screen: ___  Voucher: 1497287  Line Item: 1__  Fiscal Year: 2003
                     Cross Reference Item:                 PANEL: 01  MORE>>
  Trans Code: 140           Dept. Ref. #: 0         Enclosure Code:
  Invoice Dt: 03/01/03          Order Dt: 02/22/03          Due Dt: 03/19/03
   In +-------------------------------------------------------------+ 4/03/03
  Inv |                                                             | 4/06/03
  Des |                                                             |
    V |  Description:  DELIVERY SERVICES_____________________       |
  USA |                _____________________________________        |
    L |                _____________________________________        | 314420
  Inv |                _____________________________________        |    1099:
  Dis |                _____________________________________        |   03/19/03
   Ne |                _____________________________________        | ank: 73001
      |                _____________________________________        |
      |                _____________________________________        |  Cycle: N
      |                _____________________________________        |
  Trn |                _____________________________________        |
   Ck |                _____________________________________        |  101416752
   St |                                                             |
  Ent |     PF4 = EXIT                                              | 1--PF12---
      +-------------------------------------------------------------+ ht
```

- Pressing the PF4 key will take the user directly back to Screen 169.
- The Fiscal Year: field allows you to select the fiscal year in which the voucher was posted.

FIELD DESCRIPTIONS

Action Line Information:

Voucher: 7 digits **Entry Required**
Enter a FAMIS voucher number.

FIELD DESCRIPTIONS, cont'd

Line Item: 3 digits — **Entry Required**
Type the line number of an item currently being entered on a voucher.

Fiscal Year: 4 digits — **Entry Required**
Include the fiscal year the voucher was posted.

-- Panel 1 --

Screen Information:

Cross Reference Item: 1 digit
For interest items, this indicates the item of the principal.

Trans Code: 4 characters
The transaction code identifies the type of transaction.

Dept. Ref. #: 10 characters
This field is for the departmental reference for voucher (Reference #4) or the voucher number if the departmental reference is not required.

Enclosure Code: 1 character
Code indicating enclosures may be included. This will force separate checks for local vouchers. Vouchers will be grouped by identical codes.
Examples are:
A = Auditor
Blank = Not specified
C = Comptroller
L = Local
S = Audit Services
Y = Yes, enclosures

Invoice Dt: 8 digits
The date the invoice was issued. If the user wants the system to calculate the discount, the invoice date must be entered. This date must be before or equal to the date the voucher is entered.

Order Dt: 8 digits
Displays the date the order was placed. (Required for state vouchers.)

FIELD DESCRIPTIONS, cont'd

Due Dt: 8 digits
Shows the due date on the voucher. This could indicate the date the voucher is pulled to cycle for payment or the date a prepaid voucher was entered into FAMIS.

Invoice No: 4 digits
Identifies the invoice number for a particular voucher.

Delivery Dt: 6 digits
Indicates the receiving date.

Req Pymt Dt.: **6** digits
Shows the date you requested the State to make payment for the voucher.

Inv Rcvd Dt: 6 digits
Displays the date the invoice was received.

Act Rcvd Dt: 6 digits
Identifies the last date all items were actually received, if more than one shipment is involved. This date is generated by FAMIS.

Pymt Due Dt: 6 digits
Shows the last date that a payment can be made before interest starts accruing.

Description: 35 characters
Displays a description of items purchased.

Orig Dist Dt: 6 digits
Identifies the original distribution date that would have been printed on the check if the vendor was not on hold. It is set when the check cycle first tries to pay a voucher for a vendor on hold.

Vendor ID: 11 digits
Shows the Federal Identification number of the vendor.

W2/SSN: 9 digits
Displays the identification number (Social Security number on W2 form) for employee if the voucher is for services (i.e., moving).

FIELD DESCRIPTIONS, cont'd

Alt Vendor: 11 digits
Shows the alternate vendor receiving payment.

USAS Doc Tp: 6 characters
This field is for a USAS defined document type code that determines processing at the state.

PCC Code: 1 character
Displays a General Services Commission (GSC) defined Purchase Category Code that identifies various purchase types and associated payments.

PDT Code: 3 characters
This field is used for a USAS defined Payment Distribution Type code that identifies how transactions will be combined for warrants and direct deposits.

LDT Codes: 2 characters each
USAS Descriptive/Legal Text that identifies up to 5 stamps to be put on a voucher.

PCA Code: 5 digits
This field is used to show the Program Cost Account code, a USAS required field used as a coding reduction field.

PO Nbr: 7 digits
Identifies the FAMIS purchase order number.

Inv. Amt: 15 digits
Shows the gross invoiced amount of specific line item on a voucher.

IC: 1 character **? Help Available**
Identify the interest calculation procedure to be followed. Valid values are:

A = Accept Scheduling of Late Payment
BLANK = None
F = Force Interest Calculation
R = Refuse Interest Calculation

FIELD DESCRIPTIONS, cont'd

Rsn: 2 characters **? Help Available**
Include the reason for interest exemption: Valid values are:

AD = Agency Discretion Exercised
AI = Automation Issue(s)
AP = Advance Payment
DP = Disputed Payment
DT = Direct Payment of Travel Expenses
FC = FED Contract/Terms Prohibit Pymt
GE = GSC Exemption Granted 7 Documented
MI = Mailing Instr On PO Not Followed
NI = No Invoice Received

P/F Liq: 1 character
Encumbrance liquidation:
P = Partial liquidation
F = Full liquidation
N = No liquidation

1099: 1 character/digit
Examples are:

Blank = Not Required
F = Foreign Indiv - 1042S Reportable
N = Not 1099
0 = Crop Insurance
1 = Rents
2 = Royalties
3 = Other Income
4 = Federal Income Tax = Withheld
5 = Fishing Boat Proceeds
6 = Medical and Health Care Payments
7 = Nonemployee Compensation
8 = Substitute Payments for Interest
9 = Direct Sales > $5000 For Resale

Disc Amt: 3 digits
Indicates the discount amount of a specific line item on a voucher.

Disc Dt: 6 digits
Date voucher must be paid by in order to receive discount.

Lost: 1 character
Y = Indicates the voucher was paid beyond the time allowed to take a discount.

FIELD DESCRIPTIONS, cont'd

Batch: 6 characters/digits
Shows the batch session reference number used when transaction was processed. Date indicates the session reference date when transaction was processed.

Net Amt: 11 digits
Shows the net amount, after discount, of the voucher.

FA Acct: 15 digits
Indicates the financial accounting account paying the voucher, may be a GL, SL or SA.

Comp Cd: 4 digits
Identifies the Comptroller code used by the state to track expenses.

Bank: 5 digits
Shows the number for bank processing voucher check.

Orig Comp Cd: 4 digits
If changed, identifies the original Comptroller code used by the state to track expenses.

Hold: 1 character
N or Blank = No hold on voucher print.
Y = Do not print check/voucher.

Drop: 1 character
Y = Indicates if voucher has been dropped.
Date indicates date dropped.

Pull: 1 character
Y = Indicates the document should be pulled for print cycle.

Pending: 1 character
'Y' indicates the voucher is pending.
'N' indicates the voucher has been processed.

Trn Pull: 1 character
Y = Indicates disbursement transaction needs to be done.

FIELD DESCRIPTIONS, cont'd

FFX Feed: 1 character
Fixed Assets values and meanings are:
' ' = Not examined yet
Y = Fed to FFX module
C = Capital $$s < Minimum
N = G/L or Voided
P = Purchasing Bypassed
B = Not a capital object

Ck Feed: 1 character
Y = Indicates the check account entries have been fed to FRS.

Revolving: 1 character
Y = Indicates the voucher is a revolving voucher.

St Feed: 1 character
Y = Indicates the account entries for a state voucher have been fed to FRS.

Change Src: 1 character
Y = Indicates voucher posted as a result of change source of funds.

Check Cycle: 1 character
'Y' indicates the voucher is in the check cycle - Updates not done/On-line not allowed. 'N' indicates updates done or not needed.

Nbr: 7 digits
Check number printed on check.

Void: 1 character
Y = Indicates if this is a voided check.

Recon: 1 character
Y = Indicates if this check has been reconciled and the date it was reconciled.

St Vchr: 1 character
Y = Indicates the voucher is paid with state money.

Cycle: 1 character
'Y' indicates voucher is in state voucher cycle - Updates not done/On-line not allowed. 'N' indicates updates done or not needed.

FIELD DESCRIPTIONS, cont'd

Nbr: 1 character
Flag setting indicating if a state voucher has printed.

Void: 1 character
Flag setting indicating if this is a voided state voucher.

Recon: 1 character
Y = Indicates if this state voucher has been reconciled and the date it was reconciled with the warrant number.

-- Panel 2 --

Screen Information:

Cont Work Force: 1 character
Indicates that this payment is flagged as a Contract Work Force Payment

Travel Hotel Zip: 9 digits
The zip code of the hotel used for travel to determine percentage usage, and if the state discount rate is being utilized.

Inv. Amt: 15 digits
Shows the gross invoiced amount of specific line item on a voucher.

Liab Acct: 11 digits
Displays a GL Account indicating the liability.

Disc. Amt: 11 digits
When used with discount type 'D', shows the dollar amount of the discount to be applied. When used with discount type 'P', displays the percent discount to be applied.

Disc Acct: 11 digits
Displays the account to be credited with the discount.

Lost: 1 character
Y = Indicates the voucher was paid beyond the time allowed to take a discount.

FIELD DESCRIPTIONS, cont'd

Batch: 6 characters/digits
Shows the batch session reference number used when transaction was processed. Date indicates the session reference date when transaction was processed.

Net Amt: 11 digits
Shows the net amount, after discount, of the voucher.

FA Acct: 15 digits
Indicates the financial accounting account paying the voucher, may be a GL, SL or SA.

State Hold Override Information

Override Flag: 1 character
Indicates ('Y' or 'N') if an override to the vendor on hold flag.

User ID: 6 characters/digits
Displays the FAMIS user identification number of the person who entered the override flag.

Override Dt: 6 digits (mm/dd/yy)
Identifies the date the override flag was set.

Additional Functions

PF KEYS See Appendix for explanation of standard PF Keys.

PF6 Desc Shows additional information about the description.

PF7 XRItm Cross-Referenced Item
Displays cross-reference information.

PF8 VoInt Voucher Interest
Shows interest information for voucher.

PF9 Addr Shows the vendor's address information.

Voucher Inquiry
By Alternate Vendor

Screen 170 is used to search for vouchers using the name of the alternate vendor.

Screen 170 - Voucher Inquiry by Alternate Vendor

```
  170 Voucher Inquiry by Alt Vendor                              05/21/03 15:49
                    DELL MARKETING LP                             FY 2003 CC 02
Screen: ___  Alt Vndr: 17999999998 Voucher:  0171808 Fiscal Yr:  2003 All: Y
  Include Only:  Acct: ______ _____  Dept Ref: _______     Pg 1__ of   1 Pg(s)
          Vch    First                                                 Batch  M
 S Voucher Lns   Account        Description       Stat  Net Amount     Date   C
 - ------- --- ------------ -------------------- ---- ------------- -------- -
 _ 1456448   3 134059-50000 ENCLOSURE AND POWER E RECN     2,317.00  12/17/02 8
 _ 1458439   1 809012-24000 DELL COMPUTER         RECN     1,119.00  12/18/02 8
 _ 1524908   1 225380-00000 INDIVIDUAL HARD DRIVE PAID     1,352.00  05/08/03 8
 ** Vendor Total **                                        4,788.00
               *** End of voucher list for vendor ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp                  Bkwd  Frwd  Addr  Left  Right
```

Screen 170 - Voucher Inquiry by Alternate Vendor (Panel 2)

```
  170 Voucher Inquiry by Alt Vendor                              05/21/03 16:02
                    DELL MARKETING LP                             FY 2003 CC 02
Screen:      Alt Vndr:              Voucher:          Fiscal Yr:      All:
  Include Only:  Acct:               Dept Ref:             Pg     of   1 Pg(s)
          Vch    First                          Dept   Check    Check
 S Voucher Lns   Account    Description        Ref    Nbr      Date     Net Amount
 - ------- --- ------------ ------------- ------- ------ -------- -------------
   1456448   3 134059-50000 ENCLOSURE AND 0685    STVCHR 12/18/02     2,317.00
   1458439   1 809012-24000 DELL COMPUTER 0305    779358 12/19/02     1,119.00
   1524908   1 225380-00000 INDIVIDUAL HA 1620    862841 05/09/03     1,352.00
   ** Vendor Total **                                                  4,788.00
               *** End of voucher list for vendor ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp                  Bkwd  Frwd  Addr  Left  Right
```

VOUCHER INQUIRY BY ALTERNATE VENDOR PROCESSES

Type the alternate vendor's identification number, and any other criteria to be used in searching and displaying the desired information.

If you type part or all of the alternate vendor's name, in the Alt Vndr: field, you will be given a pop-up window from which to select the desired vendor.

You may also type an '*' in the Alt Vndr: field to view a pop-up list of alternate vendor's and select the vendor's number from the list by typing an 'X' in the Sel: field. Press <ENTER> to "pass back" the number to the field on Screen 170.

BASIC STEPS

- Advance to Screen 170.
- Type a valid alternate vendor's identification number in the Alt Vndr: field and press <ENTER>. If there are vouchers for the specified vendor they will be displayed.
- You may enter a specific voucher number, account number, and/or department reference code to narrow the search and advance to a specific item.

FIELD DESCRIPTIONS

Action Line Information:

Alt Vndr:	11 digits Enter a valid alternate vendor identification number.	**Entry Required**
Voucher:	7 digits Include a specific voucher number to display on the screen.	
Fiscal Year:	4 digits Identify the year to begin the search for the voucher.	
All:	4 digits Specify if all vouchers are to be included.	
-- Include Only --		
Account:	8 digits Enter an account number to limit the search for vouchers.	

FIELD DESCRIPTIONS, cont'd

Dept Ref: 7 characters/digits
Indicate a reference number used by the department.

Pg _ of _ Pg(s): 4 digits
Identify a page number to advance through the list of vouchers displayed.

Screen Information:

-- Panel 1 --

S: 1 character
Type an 'X' to select an item and advance to Screen 168 to view detail of voucher.

Voucher: 7 digits
Displays voucher number(s) that match the inquiry data entered on the Action Line.

Vch Lns: 3 digits
Identifies the number of line items on the voucher.

First Account: 11 digits
Shows the first account number listed on the voucher.

Description: 21 characters
Displays the description entered on the voucher.

Stat: 4 characters
Shows the status of the voucher. Valid values are:

CYCL	=	In Check Cycle or State Voucher Cycle
DROP	=	Dropped before payment - acctg reversed
PAID	=	Paid (after printing or Prepaid)
PEND	=	Pending voucher - no acctg. Posted
P-CN	=	Pending cancelled before acctg. Posted
P-OP	=	Pending voucher - open (no acctg. posted)

FIELD DESCRIPTIONS, cont'd

P-CL = Pending closed - closed but not posted; should post overnight and enter into CYCL otherwise there may be a problem
OUT = Outstanding (after being posted but before entering the check or state voucher cycle
RECN = Reconciled (Cleared Bank or State Comp)
VOID = Check or State voucher voided

Net Amount: 10 digits
Shows the net amount of the voucher, after discount.

Batch Date: 6 digits (mm/dd/yy)
Indicates the batch session reference date when transaction was processed.

MC: 1 digit
Shows the vendor's mail code for the voucher.

Vendor Total: 10 digits
Displays the total dollar amount paid to the vendor.

-- Panel 2 --

Dept Ref: 6 digits
Indicates a reference number used by the department.

Check Nbr: 6 digits
Identifies the check number issued when payment was made.

Check Date: 6 digits (mm/dd/yy)
Indicates the date the check was processed.

Net Amount: 10 digits
Identifies the net dollar amount of the voucher.

FIELD DESCRIPTIONS, cont'd

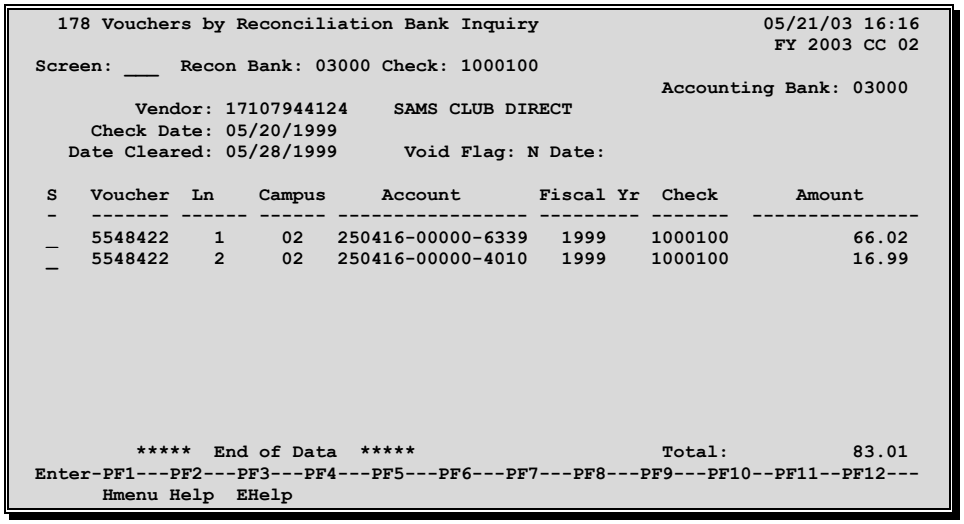
Additional Functions

PF KEYS	See the Appendix for an explanation of the standard PF Keys.
PF9 **Addr**	**Address** Displays detail address information for the vendor.

Vouchers by Reconciliation Bank Inquiry

Screen 178 displays voucher information for a specified reconciliation bank check. This screen shows the voucher number, the line item numbers and amounts that were paid for, as well as the total amount of the check.

Screen 178 – Vouchers by Reconciliation Bank Inquiry



```
  178 Vouchers by Reconciliation Bank Inquiry                  05/21/03 16:16
                                                                FY 2003 CC 02
Screen: ___  Recon Bank: 03000 Check: 1000100
                                                 Accounting Bank: 03000
        Vendor: 17107944124    SAMS CLUB DIRECT
    Check Date: 05/20/1999
  Date Cleared: 05/28/1999      Void Flag: N Date:

 S   Voucher  Ln    Campus     Account        Fiscal Yr  Check       Amount
 -   ------- ------ ------ ----------------- --------- -------  ---------------
 _   5548422    1     02   250416-00000-6339   1999    1000100           66.02
 _   5548422    2     02   250416-00000-4010   1999    1000100           16.99









        *****  End of Data  *****                      Total:           83.01
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp
```

BASIC STEPS

- Advance to Screen 178.
- Type a valid reconciliation bank number and check number on the Action Line and press <ENTER>.
- Type 'X' in the S: field to select a voucher and advance to Screen 169.

FIELD DESCRIPTIONS

Action Line Information:

Recon Bank: 5 digits — **Entry Required**
Enter a valid reconciliation bank number.

Check: 7 digits — **Entry Required**
Type the check number to be displayed.

Screen Information:

Accounting Bank: 5 digits
Shows the accounting bank number used for the payment.

FIELD DESCRIPTIONS, cont'd

Vendor: 11 digits
Displays the vendor's identification number and name that was on the check.

Check Date: 8 digits
Shows the date the check was printed.

Date Cleared: Identifies the date the check cleared the bank.

Void Flag: 1 character
Indicates if the check was voided.

Date: 8 digits
Displays the date the check was voided.

S: 1 character
Type 'X' in this field to select a voucher for display on Screen 169.

Voucher: 7 digits
Shows the voucher number that was paid for by the check.

Ln: 4 digits
Displays the line item number on the voucher.

Campus: 2 digits
Identifies the campus code.

Account: 15 digits
Shows the account number used to pay for the voucher.

Fiscal Yr: 4 digits
Indicates the fiscal year in which the payment was made.

Check: 7 digits
Displays the check number sent to the vendor.

Amount: 15 digits
Identifies the amount for each line item on the voucher.

FIELD DESCRIPTIONS, cont'd

Total: 15 digits
Includes the total amount of the check.

Additional Functions

PF KEYS See the Appendix for an explanation of the standard PF Keys.

Outstanding Check List

Screen 185 provides a listing of all checks currently on the Check file for a given bank. Cleared checks will have a Drop Flag of 'Y'. Checks with a 'Y' in either the Drop or Void fields will be deleted in the subsequent Check Reconciliation.

Checks from BPP are loaded for reconciliation purposes. The check numbers are direct from BPP.

Screen 185 - Outstanding Check List

```
  185 Outstanding Check List      UNITED PARCEL SERVICE          05/12/03 17:00
                                                                  FY 2003 CC 02
Screen: ___  Recon Bank: 03000 From Check No: _______ From Date: _________

    Acct
 S  Bank  Check No Campus Recon  Void   Vendor        Date           Amount
 _  03000   821388   02     N     Y   39999999990  07/17/1998           22.62
 _  03000   825933   02     N     N   39999999993  07/28/1998            4.59
 _  03000   829230   02     N     Y   39999999991  08/04/1998       21,785.99
 _  03000   846822   02     Y     N   1999999999T  03/04/2003      100,000.00
 _  03000   878628   02     N     N   19999999991  09/29/1998          328.84
 _  03000   890786   02     N     Y   39999999999  10/26/1998           10.00
 _  03000   894021   02     N     Y   39999999990  10/29/1998          330.00
 _  03000   911874   02     N     Y   39999999990  12/08/1998            1.90
 _  03000   915047   02     N     N   39999999990  12/14/1998           45.00
 _  03000   919245   02     N     N   29999999990  08/20/1999           64.44
 _  03000   919246   02     N     N   29999999990  09/16/1999           71.22
 _  03000   919962   02     N     N   39999999991  05/04/2000           10.51
 _  03000   946207   02     N     N   19999999991  02/01/1999           15.20
 _

 ** Press ENTER to view more checks **
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp
```

BASIC STEPS

- Advance to Screen 185.
- Enter the Recon bank number and press <ENTER>.

OUTSTANDING CHECK LIST PROCESSES

- The From Check No: field may be used to position the display. Entering a specific check number will position the inquiry information to begin with this check number.
- The From Date: field may be used to inquire on checks by date. Entering a specific date will display all checks printed on this date for a specified account bank.
- Type an 'X' in the S (Select) field beside the Acct Bank line item and press <ENTER> to pass the check information to Screen 186 (FAMIS Vouchers by Check Inquiry) where detailed information is provided. (See section on Screen 186 for more information).

FIELD DESCRIPTIONS

Action Line Information:

Recon Bank: 5 digits — **Entry Required**
Enter the Reconciliation Bank number.

From Check No: 6 digits
Provide a starting number for listing outstanding checks.

From Date: 6 digits
Indicate a date to begin outstanding check search.

Screen Information:

S: 1 character
Type an 'X' in this field to select the line item for viewing further information about this check.

Acct Bank: 5 digits
Displays the accounting bank number.

Check No: 6 digits
Provides the outstanding check number.

Campus: 2 characters
Identifies the campus this check is associated with.

Recon: 1 character
'N' identifies that the check has not been reconciled.
'Y' identifies that the check has been reconciled.

Void: 1 character
Shows whether or not the check was voided.

Vendor: 11 digits
Displays the vendor identification number.

Date: 8 digits
Shows the date the check was processed.

FIELD DESCRIPTIONS

Amount: 15 digits
Indicates the amount of the outstanding check.

Additional Functions

PF KEYS See Appendix for explanation of standard PF Keys.

Vouchers
By Check Inquiry

To display all outstanding vouchers that were aggregated on a single check to pay a vendor, use Screen 186. FAMIS local vouchers, with some exceptions, will be aggregated by vendor and one check printed. Therefore, the vouchers from several different departments may be included on a single check to the same vendor. Checks will be eliminated from the display one month after being reconciled.

Screen 186 - Vouchers by Check Inquiry

```
  186 Vouchers by Check Inquiry                                  05/12/03 17:05
                                                                  FY 2003 CC 02
Screen: ___  Recon Bank: 03000 Check: 9900586
                                                   Accounting Bank: 03000
     Vendor: 19999999991   IT'S YOUR TRAVEL SERVICE
  Check Date: 04/25/2003       Recon Flag: N Date:            Reported:
Check Amount:        19,071.00  Void Flag: N Date:            Repl Chk:
 Amt Cleared:                   Date Cleared:               Recon type:
 S   Voucher Vch Ln Campus     Account       Fiscal Yr  Check       Amount
 -   ------- ------ ------ ----------------- --------- -------  ---------------
 _   1519238    1     02   215940-00000-3410   2003    9900586       19,071.00




               *****  End of Data  *****
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp
```

BASIC STEPS

- Advance to Screen 186.
- Enter the reconciliation bank and check number, and press <ENTER>. The bank number can be seen on Screen 833 - Maintain AP Bank Information, and the check number may be listed on Screen 185 - Outstanding Check List.

VOUCHER PROCESSES

- The check number and the reconciliation bank must be given in order to process the voucher information.
- Type an 'X' in the S (Select) field next to the voucher line item and press <ENTER> to pass the voucher information to Screen 169 (FAMIS Voucher Line Item Inquiry) where detailed information is provided. (See section on Screen 169 for more information).

FIELD DESCRIPTIONS

Action Line Information:

Recon Bank: 5 digits — **Entry Required**
Enter the Reconciliation Bank number.

Check: 6 digits — **Entry Required**
Type the check number printed on check.

Screen Information:

Accounting Bank: 5 digits
Displays the bank affected by the transaction.

Vendor: 11 digits
Indicates the vendor identification number.

Check Date: 8 digits
Shows the date check was processed.

Recon:
Flag: 1 character
'N' indicates the check has not been reconciled.
'Y' indicates the check has been reconciled.

Date: 6 or 8 digits (xxxxxx or xx/xx/xx)
Displays the date the check was reconciled.

Reported: 1 character
Indicates whether payment was reported to the IRS on 1099.

Check Amount: 14 digits
Shows the amount of the check

Void:
Flag: 1 character
Indicates void flag setting for check.

Date: 6 digits
If check was voided, provides date of void.

Repl Chk: 6 digits
Shows replacement check number.

FIELD DESCRIPTIONS, cont'd

Amt. Cleared: 15 digits
If reconciled, gives amount cleared.

Date Cleared: 6 digits
Displays the date check cleared the accounting bank.

Recon. Type: 1 digit
Batch versus online reconciliation.

S: 1 character
Type an 'X' in this field to select the voucher to be viewed.

Voucher: 7 digits
Shows the voucher number used in processing specified check.

Vch Ln: 2 digits
Indicates the line number of an item currently being entered on a voucher.

Campus: 2 characters
Shows campus associated with voucher.

Account: 15 digits
Displays the account issuing voucher for check.

Fiscal Yr: 4 digits
Indicates fiscal year check was processed.

Check: 6 digits
Shows the printed check number.

Amount: 15 digits
Indicates the amount of voucher for the specific account shown on same line.

Since different accounts may have produced separate vouchers to the same vendor, each line may provide information on different vouchers and accounts.

Additional Functions

PF KEYS See Appendix for explanation of standard PF Keys.

Check List

Screen 177 displays check information for checks issued on the reconciliation bank specified in the Action Line. To get a complete list in check number order, press enter.

To position from a certain check number, enter that check number in the From Check No field. To further refine the data, you may also enter a date to see only checks after a certain date.

The date field works best when the check number is entered also.

Screen 177 – Check List

```
  177 Check List                                                 05/21/03 16:57
                                                                  FY 2003 CC 02
Screen: ___  Recon Bank: 03000 From Check No: _______ From Date: __________

    Acct
 S  Bank  Check No Campus Recon  Void   Vendor        Date           Amount
 _  03000   101110   01     Y         28888888840  12/07/1994          218.70
 _  03000   103439   01     Y         25555555550  12/13/1994          215.53
 _  03000   105600   01     Y         24666666660  12/16/1994          215.53
 _  03000   110276   01     Y         24333333330  01/04/1995          240.93
 _  03000   110281   01     Y         24222222250  01/04/1995          168.55
 _  03000   120927   01     Y         24611111140  01/11/1995           85.73
 _  03000   124145   01     Y         24888888810  01/17/1995          270.07
 _  03000   132334   01     Y         24999999990  01/31/1995          157.49
 _  03000   132861   02     N         1636666664S  12/01/2000           52.50
 _  03000   132888   02     N     Y   37777777770  11/30/2000           70.00
 _  03000   133061   02     N     Y   37444444410  01/22/2001        4,317.00
 _  03000   133062   02     N     Y   33000000000  01/22/2001        3,394.50
 _  03000   133571   02     Y         10422222221  03/28/2001        1,100.00

 ** Press ENTER to view more checks **
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp
```

BASIC STEPS

- Advance to Screen 177.
- Type a valid reconciliation bank number on the Action Line and press <ENTER>.
- You may specify a check number to begin the list and a date to display checks that were printed after specific day.
- Type ‘X’ in the S: field to select a voucher and advance to Screen 169.

FIELD DESCRIPTIONS

Action Line Information:

Recon Bank:	5 digits Enter a valid reconciliation bank number.	**Entry Required**

FIELD DESCRIPTIONS, cont'd

From Check No: 7 digits
Type the check number to be displayed at the beginning of the list of checks on the screen, if desired.

From Date: 8 digits
Include a specific date to see checks after that date.

Screen Information:

S: 1 character
Type 'X' in this field to select a voucher for display on Screen 169.

Acct Bank: 5 digits
Shows the accounting bank number used for the payment.

Check No: 7 digits
Displays the check number sent to the vendor.

Campus: 2 digits
Identifies the campus code.

Recon: 1 character
Shows if the check has been reconciled.

Void: 1 character
Identifies if the check has been voided.

Vendor: 11 digits
Displays the vendor's identification number and name that was on the check.

Date: 8 digits
Shows the date the check was printed.

Amount: 15 digits
Identifies the amount of the check.

Additional Functions

PF KEYS See the Appendix for an explanation of the standard PF Keys.

ACCOUNTS PAYABLE

MAINTENANCE

SCREENS

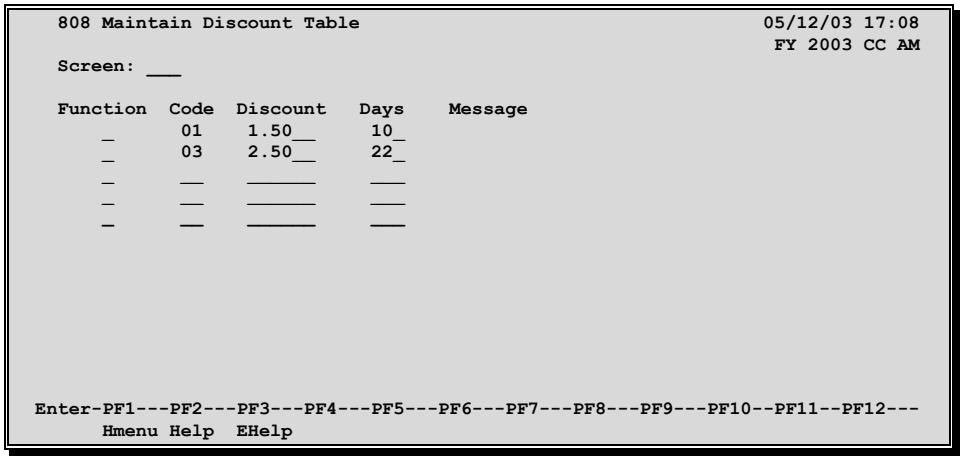
Maintain
Discount Table

Values on the discount table specify terms of frequently used discounts. Each discount table record contains a discount code, discount percent, and a number of days. This information is used to determine the discount amount if payment is made within a specific time period.

Each agency can select values to be set up in the discount table. In the sample below, discount terms are a 1.5 % discount if invoice is paid within 10 days.

Screen 808 displays the current values on the discount table and is also used to add, change or delete table values.

Screen 808 - Maintain Discount Table



BASIC STEPS

Steps to Add a Discount Record

- Advance to Screen 808.
- Type 'A' in the Function: field for Add.
- Type a two-digit account code in the Code: field.
- Type a four-digit discount percent in the Discount: field. The decimal point is entered two positions from the right. For example, 1.5% = 1.50.
- In the Days: field, type the number of days from the invoice date that payment must be received by the vendor in order to take advantage of the discount.
- Press <ENTER> to record the discount table entry.
- The message ** Added ** should appear in the Message: field beside the newly created discount code.

Steps to Update a Discount Record

- Advance to Screen 808.
- Tab to the Function: field next to the discount code requiring modification.
- Type a 'U' in the Function: field for Update.
- Make the necessary changes to the discount code and press <ENTER>.
- The message ** Update ** should appear in the Message: field beside the modified discount code.

Steps to Drop a Discount Record

- Advance to Screen 808.
- Tab to the Function: field next to the discount code being dropped.
- Type a 'D' in the Function: Field for Delete.
- Press <ENTER> to drop the discount code.
- The message "Delete performed successfully" should appear at the top of the screen above the screen number.

DISCOUNT TABLE

When voucher transactions (vouchers, credit memos, or checks) are entered with a discount type indicator of V or T, FAMIS references the discount table for the correct discount percentage and the due date.

Due Date

The due date calculation is based on the invoice date and the number of days on the discount record.

FIELD DESCRIPTIONS

Screen Information:

Function: 1 character
Enter the desired value for maintaining the discount:
'A' to add a discount code.
'D' to delete a discount code.
'U' to update a discount code.

Code: 2 digits
Include the numeric code assigned by the user to the vendor's discount terms.
Values are: 01-99.

FIELD DESCRIPTIONS, cont'd

Discount: 3 digits
Indicate the percentage cash discount associated with the discount code.

Days: 2 digits
Enter the number of days the discount terms are valid. FAMIS automatically calculates the due date by adding these days to the invoice date.

Message: 15 lines 50 characters each
'Added' should appear in Message: field beside the newly created discount code. 'Update' will display if the information has been changed.

Additional Functions

PF KEYS See Appendix for explanation of standard PF Keys.

APPENDIX

Instruction Page

Listed below are general instructions that will make your job easier as you use FAMIS to input or view document information. Please become familiar with the information in this reference as it can make your navigation in FAMIS more efficient.

3270 EMULATION KEYS

Special keys and key combinations must be used when working with FAMIS. These keys are known as 3270 emulation keys and may be defined differently by each 3270 terminal or PC emulation software that you are using. Contact your computer support person if you do not know how to identify the following keys on your computer.

PF Keys

When a key is listed as **PFn**, PF represents Program Function. Many PCs use the function keys labeled **Fn** for these PF keys. Others have special combinations of keys to represent the PF keys, for example, a combination of the ALT key and the number 1 will represent the PF1 key.

At the bottom of the FAMIS screens, there are PF keys listed that can assist in the use of the screen. For example, on Screen 104, Voucher Create, the bottom of the screen shows the PF10 with the word 'Desc' under it. This means that by pressing the PF10 key, a longer description may be entered.

TAB and BACKTAB Keys

Use the **TAB** and **BACKTAB** keys on a 3270 terminal to move from field to field. This will position the cursor at the start of each field. Most PCs have a key labeled TAB, while the BACKTAB is a combination of the SHIFT/TAB keys.

Using the arrow keys, instead of the TAB keys, to move around the screen may lock the computer keyboard. Use the RESET key, then the TAB key, to position the cursor and unlock the keyboard.

CLEAR Key

The **CLEAR** key on many PC keyboards is the **PAUSE** key. This key is often used to clear, or refresh, the screen before typing.

RESET Key

After pressing <ENTER> to process data information, note the status bar at the bottom of the screen. When the system is processing information, the symbol '**X ( )'** or ⌛ will appear. You cannot enter additional information until the system is finished processing. If any other symbols appear, press your **RESET** key -- often the **ESCAPE** key on a PC.

ERASE END OF FIELD Key

To erase all the information in a field with one stroke, the **ERASE EOF** key on a 3270 keyboard is helpful. For example, a vendor name is held in context when moving from screen to screen. To change to a different vendor, use this key and the current vendor name in the Action Line will be removed. Now the new vendor name can be input. On most PCs, the correct key to use is the **END** key on the numeric keypad.

Instruction Page

HOME Key

From anywhere on the screen, the most efficient way to take the cursor back to the Screen: field on the Action Line is by pressing certain keys. For the 3270 terminals, the correct combination is the **ALT/RULE** keys. On most PCs, the **HOME** key on the numeric keypad will work.

ACTION LINE/CONTEXT

The ***Action Line*** is usually the first line of information on each screen. The Screen: field is used to navigate from screen to screen by entering the number of the screen desired. Fields such as screen, vendor, voucher number, and account are found on the Action Line.

Data that is entered on the Action Line will be carried in 'context' from screen to screen until changed. For example, the GL account number 032365 is entered on the action line of the screen below. That account will be carried in 'context' until the user keys a different account in the field.

The <**ENTER**> key must be pressed after entering ***Action Line*** data. If a user does not follow this step, all information entered on the screen may be lost and must be re-entered. After pressing <ENTER>, a message will be given at the top of the screen asking for modifications or providing further processing instructions.

```
F0013 Please enter desired modifications
002 GL 6 Digit                                              11/07/97 09:14
                                                             FY 1998 CC AA
Screen: ___ Account: 032365 ____          NAVSO, INC.

Account Title: NAVSO, INC._____________________________
Resp Person: 999999999  SOSA, SAMMY R             Old Acct: _______________
Year-end Process: F   Reclassify: _  Reporting Group: __  Aux Code: ___
      Fund Group: FG  Sub Fund Group: DF     Sub-Sub: GP  Function: __
```

MESSAGE LINE

The line above the Action Line is used to display messages to the user. These messages may be processing messages, such as the one below, or error messages, such as "F6120 Insufficient BBA for encumbrances".

```
➔   F6537 Please enter a valid six digit GL account
    002 GL 6 Digit                                          11/07/97 11:26
```

Instruction Page

SCROLLING THROUGH DATA

Pressing the <**ENTER**> key will scroll through information listed on a screen. On some screens, there are PF keys to use to scroll forward, backward, left and right. These PF keys are displayed at the bottom on the screens with that function.

HELP

HELP functions are available for many screen fields in FAMIS. Placing a '**?**' in the blank beside the desired field and hitting <ENTER> will access a pop-up window with specified field information. Another way is to place your cursor in the desired field and press the **F2** key.

To get out of the HELP function, either select a value and press <ENTER> or hit the **PF4** key. The distinction on which key to use will normally be designated in the pop-up window (EX: **PF4** = Exit).

ESCAPING FROM A POP-UP WINDOW

When in a pop-up window, pressing **PF4** will usually take you back to the original screen. ***Please Note:*** There are a few screens when pressing <ENTER> will take you back to the original screen in place of PF4.

Instruction Page

FIELD HELP USING
THE F2 PROGRAM FUNCTION KEY

On selected fields, additional information can be displayed using the F2 program function key. This HELP information is accessed by moving the cursor to the field in question and pressing the F2 Key.

Screen 002 - GL 6 Digit

```
002 GL 6 Digit                                                  11/07/97 09:30
                                                                  FY 1998 CC AA
 Screen: ___ Account: 033399 ____          TEST GL ACCOUNT

 Account Title: TEST GL ACCOUNT_____________________
 Resp Person: 999999999  TRAINING SPECIALIST       Old Acct: _______________
 Year-end Process: F   Reclassify: _  Reporting Group: __  Aux Code: ___
       Fund Group: FG  Sub Fund Group: DF     Sub-Sub: GP  Function: IS ❶

    Default Bank: 00001  Override: Y       SL Mapped Count: 2
  Alternate Banks: 03000 _____ _____ _____ _____   Security: ______

                  Dept    S-Dept Exec Div  Coll Mail Cd Stmt
          Primary: MISP_   _____    AA            C1144    Y
        Secondary: _____   _____                  _____    _
```

The first help screen describes the field; pressing <ENTER> will display the valid values for the field.

```
TAMUS uses this field to hold the NACUBO function.
```

```
+-------------------------------------------------------------------+
|                                                                   |
|             *** D I C T I O N A R Y - H E L P ***                  |
|                                                                   |
|  VALUES                          MEANING                          |
|  -------------------------------  ------------------------------ |
|  AS                              ACADEMIC SUPPORT                 |
|  AX                              AUXILIARY                        |
|  BLANK                           NOT SPECIFIED                    |
|  IN                              INSTRUCTION                      |
|  IS                              INSTITUTIONAL SUPPORT            |
|  PL                              OPERATION & MAINT OF PLANT       |
|  PS                              PUBLIC SERVICE                   |
|  RR                              MAJOR REPAIRS & REHABILITATIO    |
|                                                                   |
|  Lookup Value / . Menu _____________________________             |
|  Rule : IAFRS-FG-FS-PURP                Default value is:         |
|  View : IAFRS-GENERAL-SUBSIDIARY-LEDGER                           |
|  Field: FG-FS-PURP                                                |
```

Instruction Page

QUESTION MARK (?) HELP

FAMIS also provides information about selected fields through the Question Mark (?) Help facility. This HELP information may be accessed by typing a question mark (?) in the field in question and pressing the <ENTER> key.

A pop-up window is displayed with the valid values for the field. By placing an 'X' next to the desired value, that value is passed to the main screen. This is called the ***Passback*** feature.

Screen 002 - GL 6 Digit

```
   002 GL 6 Digit                                                11/07/97 10:46
                                                                  FY 1998 CC AA
   Screen: ___ Account: 033333 ____          TEST GL ACCOUNT

   Account Title: TEST GL ACCOUNT_____________________
   Resp Person: 999999999  TRAINING PERSON          Old Acct: _______________
   Year-end Process: F   Reclassify: _  Reporting Group:  _  Aux Code: ___
         Fund Group: AX ❶Sub Fund Group: __     Sub-Sub: __  Function: AX

       Default Bank: 00001  Override: N       SL Mapped Count: 1
    Alternate Banks: 03000 _____ _____ _____ _____   Security: ______

 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp       Next
```

Screen 002 - GL 6 Digit - Fund Group ?-Help Pop-Up Window

```
F0003 Record has     +-----------------------------------------------+
                     |   *** D I C T I O N A R Y - H E L P ***       | 998 CC AA
   Screen: ___ Accou |                                               |
                     |  M  VALUES MEANING                            |
   Account Title: TE |  -  -----  ---------------------------------- |
   Resp Person: 9999 |     AG     AGENCY                             | _______
   Year-end Process: |     AN     ANNUITY & LIFE INCOME              | ___
         Fund Group: |     AX     AUXILIARY                          | __
                     |     BLANK  NOT SPECIFIED                      |
       Default Bank: |     DS     DESIGNATED                         |
    Alternate Banks: |     EN     ENDOWMENTS                         |
                     |     FG     FUNCTIONAL AND GENERAL             |
                     |     IS     INTEREST & SINKING                 |
             Primary: |                                               |
           Secondary: | Default:                                      |
                     |    Rule: IAFRS-FG-FS-FUND-GR                  |
         Long Title: |    View: IAFRS-GENERAL-SUBSIDIARY-LEDGER      |
                     |   Field: FG-FS-FUND-GR                        |
                     |                                               |
      Account Letter: |   Select a Value or Press <PF4> to Quit       |
                     +-----------------------------------------------+
```

Accounts Payable Screen Information

MENU	SCREEN	DESCRIPTION	MENU	SCREEN	DESCRIPTION

M10 **Accounts Payable System Menu**
Shows the available menus in the Accounts Payable system.
Page 1-7

M11 **Accounts Payable Inquiry and Vendor Menu**
Lists the inquiry screens to use for the Accounts Payable application functions.
Page I-7

M12 **Voucher Update Menu - Part 1**
Displays the available screens to use with the Accounts Payable voucher transactions.
Page I-8

M13 **Voucher Update Menu - Part II**
Indicates the screens to use with revolving vouchers.
Page I-8

104 **Voucher Create**
Enter regular vouchers on this screen.
Page IV-3

105 **Voucher Header Modify**
Modify information entered on Screen 104. To change the amount, you must use Screen 125.
Page IV-15

106 **Unpaid Voucher Drop**
Drop a voucher entered on Screens 104 or 108, before it is paid.
Page IV-21

107 **Voucher Line Item Modify**
Modify voucher information entered on Screens 104 or 108, before it is paid.
Page IV-24

108 **Credit Memo**
Used to enter a credit that the vendor has given the customer (agency or institution).
Page IV-36

109 **Prepaid Voucher**
This screen is used to enter a voucher for prepaid goods and services and to cover a check manually produced outside FAMIS.
Page V-3

110 **Void Check**
Allows user to void a check on the check reconciliation file and marks the voucher records as void. This may be a check from the check cycle (originally entered on Screen 104) or from a prepaid voucher (Screen 109).
Page IV-44

111 **Pending Voucher Create/Modify**
Used to create or modify a pending voucher.
Page IV-58

112 **Pending Voucher Create/Modify with P.O. Numbers**
Create or modify a pending voucher with PO Numbers.
Page IV-66

113 **Post a Range of Pending Vouchers**
Used to post a specified range of pending vouchers.
Page IV-74

Accounts Payable Screen Information

MENU	SCREEN	DESCRIPTION	MENU	SCREEN	DESCRIPTION

114 **Pending Interest Voucher Modify**
Used to modify the account on a pending interest voucher.
Page IV-76

115 **Pending State Interest Create/Modify**
Used to create or modify interest passed from the State to the correct FAMIS voucher.
Page IV-81

116 **Prepaid Credit Memo**
Enter a credit memo for a prepaid voucher.
Page V-16

118 **Voucher Line Item Modify**
Used to add/modify voucher line item information and affect accounting.
Page IV-30

119 **Prepaid Voucher Amount Modify**
Change the amount of a prepaid voucher entered on Screen 109. Updates both the check reconciliation file and the voucher file.
Page V-12

124 **Session/Batch Header List**
Provides a list of all session/batches processed in FAMIS.
Page III-7

125 **Voucher Amount Modify**
Used to change the amount of a voucher entered on Screen 104. Must be done before the voucher is paid.
Page IV-46

126 **Revolving Check Receipt**
Updates the state voucher file to record the receipt of the check from the state. This is only done for multi-vendor vouchers.
Page VI-28

127 **Transaction Inquiry by Batch**
Provides a detailed listing of transactions processed in a specified batch.
Page III-9

130 **AP Batch Initialize**
A session/batch must be opened to enter accounts payable transactions.
Page III-3

131 **Preview Flag Reset**
Used to change the previous status of a voucher that has been placed on 'Hold' by the agency.
Page IV-55

134 **Revolving Voucher Create**
Used to enter a revolving voucher. The multi-vendor voucher requests reimbursement from the state.
Page VI-3

135 **Revolving Voucher Amount Modify**
Modifies the amount of a revolving voucher entered on Screen 134. Must be done before the voucher is paid.
Page VI-12

136 **Revolving Voucher Drop**
Used to delete a revolving voucher created on Screen 134.
Page VI-15

Accounts Payable Screen Information

MENU	SCREEN	DESCRIPTION	MENU	SCREEN	DESCRIPTION

137 **Void Revolving Check**
This screen is used to void a check created in the check cycle as a result of a voucher entered on Screen 134 or 139.
Page VI-18

139 **Prepaid Revolving Voucher**
Request payment from the state for expenses previously paid by the agency. Also records the check created outside FAMIS for expenses.
Page VI-20

141 **Change Source State to State**
Used to change the source of an expenditure from one account or state bank to another account or state bank.
Page VII-4

142 **Change Source Local to Local**
This screen is used to change the source of an expenditure from one account or local bank to another account or local bank.
Page VII-10

143 **Vendor Flag Set/Reset**
Provides the ability to freeze, drop, delete, or hold a vendor. These settings determine the types of transactions that may be processed against each vendor.
Page VIII-23

146 **Void State Voucher**
Used to void an entire state voucher. All line items will be voided.
Page IV-49

147 **State Voucher Partial Void**
This screen is used to change the amount of a line item on a state voucher.
Page IV-52

148 **Change Local to State/State to Local**
Change the source of an expenditure from local to state or state to local on this screen.
Page VII-17

149 **Revolving Prepaid Amount Modify**
Modify the amount of a prepaid revolving voucher entered on Screen 139.
Page VI-30

160 **Invoices by Vendor Inquiry**
Provides a list of invoices paid to a specified vendor.
Page VIII-3

161 **Voucher Inquiry by Voucher Number**
Lists all FAMIS vouchers by voucher number.
Page VIII-6

162 **Voucher Inquiry by Vendor**
Provides a list of vouchers for a specified vendor.
Page VIII-9

163 **Voucher Inquiry by Account, Department Reference**
Provides a voucher list for a specified account.
Page VIII-14

164 **Voucher Inquiry by PO Number**
Displays vouchers for a purchase order number.
Page VIII-18

Accounts Payable Screen Information

MENU	SCREEN	DESCRIPTION	MENU	SCREEN	DESCRIPTION

165 **Outstanding Voucher Inquiry**
Shows outstanding vouchers for a specified vendor.
Page VIII-22

166 **Pending Voucher Inquiry**
Lists pending vouchers in voucher number order by year.
Page X-25

167 **Voucher Inquiry by Dept Ref**
Displays list of vouchers for a specified departmental reference code.
Page VIII-27

168 **Voucher Total Inquiry**
Lists all line items for selected multi-account voucher.
Page VIII-28

169 **Voucher Line Item Inquiry**
Displays detail information on a specified voucher line item.
Page VIII-38

170 **Voucher Inquiry by Alternate Vendor**
Displays vouchers having the specified alternate vendor.
Page VIII-48

177 **Check List**
Displays check information for checks issued on the recon bank specified in the Action Line.
Page VIII-62

178 **Vouchers by Reconciliation**
Displays voucher information for a specified recon bank check.
Page VIII-53

185 **Outstanding Check List**
Lists outstanding checks for a reconciliation bank.
Page VIII-56

186 **Vouchers by Check Inquiry**
This screen provides reconciliation information for a specified check.
Page VIII-59

808 **Maintain Discount Table**
Used to maintain the vendor discount information.
Page IX-3

Standard
PF Keys

PF Keys are used in the purchasing module of FAMIS to access additional information. Wherever possible the same assignment has been given to the same PF key, such as PF9 always being the key used for NOTES. Occasionally this has not been possible and a different assignment has been made.

The following list is to help you identify the functionality behind the PF keys that you will see on the many screens in Routing & Approvals.

Many screens have extended information windows assigned to various function keys that are designated at the bottom of each screen or pop-up window. Placing the cursor (using the cursor arrow keys) on a particular line and pressing the extended information function key will display the pop-up window information for the document or item on that line.

Press <PF4> to exit a pop-up window and return to the previous window or inquiry screen. If multiple windows have been opened pressing <PF3> will return you directly to the screen where you started.

From within many of the pop-up windows, an additional set of extended function keys may appear to further inquire on the document or item.

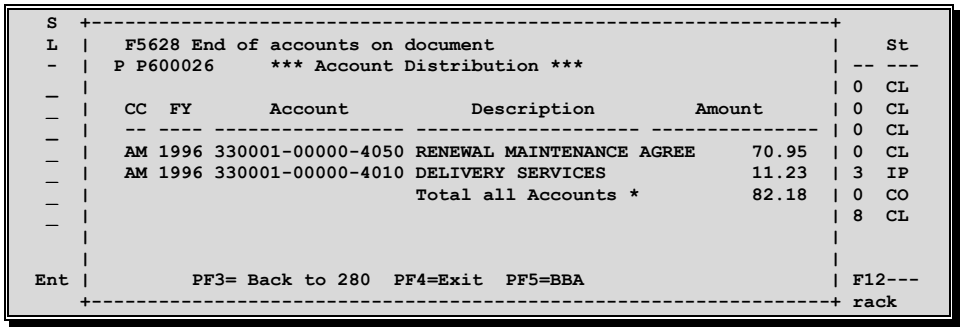
LIST OF EXTENDED FUNCTION KEYS TO FOLLOW

Accts	Accounts	**Left**	Position Screen Left
Addr	Address	**Next**	Next Screen
Bkwd	Backwards	**Right**	Position Screen Right
Frwd	Forward	**Vndr**	Vendor Information

EXTENDED FUNCTION KEYS

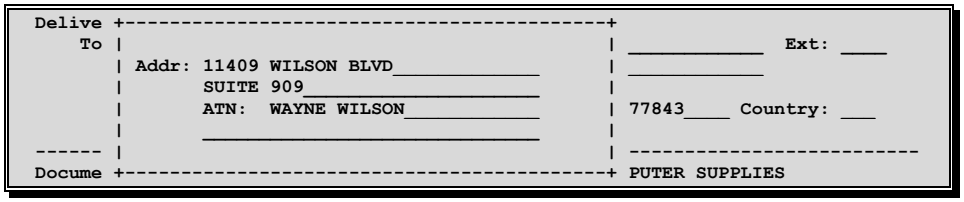
Accts **Accounts**

Displays a window of all responsible **accounts** and their portion of the total order.


F5628 End of accounts on document
P P600026 *** Account Distribution ***
CC FY Account Description Amount
AM 1996 330001-00000-4050 RENEWAL MAINTENANCE AGREE 70.95
AM 1996 330001-00000-4010 DELIVERY SERVICES 11.23
Total all Accounts * 82.18
PF3= Back to 280 PF4=Exit PF5=BBA

Addr **Address**

Used to include more lines of address information.



Bkwd **Backwards**

Returns to the previous screen or scrolls one page back for a particular item.

Frwd **Forward**

Advances to the next screen or scrolls one page forward for a particular item.

Left **Scroll Left**

Some window are made up of several adjacent panels. These will be designated by the word **Panel:** ## appearing in the window. Pressing this key scrolls the panel to the **left**.

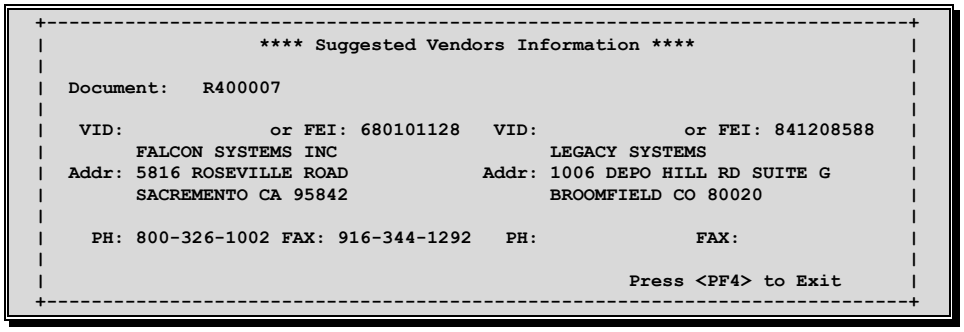
Next **Next Screen**

Advances to the next screen required.

EXTENDED FUNCTION KEYS, cont'd

Right **Scroll Right**
Some windows are made up of several adjacent panels. These will be designated by the word **Panel: ##** appearing in the window. Pressing this key scrolls the panel to the **right**.

Vndr **Suggested Vendors**
Displays all suggested vendor sources for a particular document.



FAMIS
Transaction Codes

Transaction codes are three (3) characters in length. With the exception of budget transactions and the 059 encumbrance processing, only the first two characters for a transaction are significant as to how FAMIS will process the transaction. The last character essentially works as a user reference to further describe the transaction.

*	Denotes special FAMIS processing. For detailed descriptions of these transaction codes, see the main body of the manual.
❖	FAMIS assigned reference codes. Users should exercise caution when entering these codes as it makes it more difficult to determine if the information has been processed correctly.
blank	User defined transaction codes. Shown below are suggestions of how these user defined codes are used in different parts of the TAMU system.

FINANCIAL ACCOUNTING TRANSACTION CODES

02x Entries – Budgets
(*Screens 10, 10A,10B, 10C, 10D*)

- *020 - Original Budgets & Original Budget Corrections
- *021 - Revised Budgets - General
- *022 - Budget Transfers
- *023 - Base SL to Support Account - Original
- *024 - Base SL to Support Account - Revised
- *025 - Support Account to Support Account (Within SL Only)
- *027 - Project Budget Forward

03x Entries – Receipts - (*Screen 12*)

- 030 - Regular Cash Receipts (Dept Sales, Payments to Clearing Accts)
- 031 - Investment Earnings
- 032 - Gifts
- 033 - Miscellaneous Receipts
- 034 - Cashiers - Vault Entries
- ❖038 - Payroll Interpart Transfers
- ❖039 - Interpart IDT's - Credit to One Part, Disbursement to Other

04x Entries – Disbursements - *(Screen 13)*

- 043 - Miscellaneous Disbursements
- 044 - Cashiers - Vault Entries
- 045 - Miscellaneous Cash Disbursements (Travel Advance, Work Funds)
- ❖046 - Change Source of Funds
- ❖047 - AP Check Voids
- ❖048 - AP Disbursements
- ❖049 - Payroll Disbursements

05x Entries – Encumbrances - (*Screen 11*)

- *050 - Previous Year(s) encumbrances
- ❖051 - Salary Encumbrances
- ❖054 - Requisition
- ❖055 - Purchase Order
- *057 - Encumbrance Begin Year Carry Forward
- 058 - Regular Encumbrance
- *059 - Current Year Encumbrances - performs a budget check, regardless of flags

06x Entries - Journal Entries
(Screens 14, 14A, 25, 35, 36, 37, 85, 86)

- 060 - Real Journal Entries
- ❖061 - JE for IDT's
- ❖062 - JE for Cash Sales/Payments on Receivables - overrides freeze
- ❖063 - JE from Student Feeds
- ❖064 - JE from Payroll Feeds
- ❖065 - JE from Accounts Rec. (Create receivable)
- ❖066 - JE from Fixed Assets (Capitalization, etc)
- ❖067 - JE from LMS –(loan management system)
- ❖068 - JE from Accounts Payable (Setting Up Liabilities)
- ❖069 - Compound Journal Entries (System Controlled)

09x Entries - Beginning Balances, Bank Transfers
(Screen 15)

- *090 - Bank Transfer Entries
- *098 - Beginning Balances

A/P VOUCHER TRANSACTION CODES

14x Entries - Regular Vouchers
(Screens 104, 111, 112)

140 - Regular Vouchers
141 - Regular Vouchers
142 - Produce Separate Checks for Vouchers
*143 - State Travel Vouchers
❖147 - Revolving Voucher
❖148 - Change of Source of Funds
*149 - Force Separate Checks for Voucher

15x Entries - Credit Memos - (*Screen 108*)

151 - Regular Credit Memo
152 - Regular Credit Memo
*159 - Forces Separate Credit Memo
(will only match when used on same voucher as charges.)

16x Entries - Prepaid Vouchers - (*Screen 109*)

160-164 -Prepaid Voucher (Regular) with reconciliation
❖165 - Prepaid Voucher with No reconciliation, but does a JE to cash voucher clearing and does not affect the bank
❖166 - Prepaid Voucher with No reconciliation, but does offset to the bank
❖167 - Prepaid Revolving Voucher
169 - Prepaid Cash Voucher

17x Entries - Prepaid Credit Memo - (*Screen 116*)

170-174 -Prepaid Credit Memo with reconciliation
176 - Prepaid Credit Memo with No reconciliation and does not offset to the bank
175 - Not Used
177-179 Prepaid vouchers with reconciliation

FAMIS Session
Batch Header Codes

BANK TRANSFERS.....BTR

BUDGET ENTRIES
- Regular ..... BJN
- Form 500's (stopped 5-1-91) .....BUF
- Beginning Entries ..... BEG
- Corrections Reg ..... BJC
- Corrections Form 500 ..... BUC
- Original Budgets.....BUD
- *Generated Exp Budget ..... GEB

CASH RECEIPTS
- Cashier Deposits-Depts .....CDP
- Cashier Deposits-Other.....COD
- Interest .....INT
- Distribution to S/L ..... DTR
- V/MC Charge Back ..... CBK
- P/R Deposits .....PRD
- Gifts .....GIF
- Letter of Credit ..... LOC
- Investment Sales .....INS
- Investment Correction ..... INC
- Departmental Deposits ..... DDP
- Cashiers Collections .....CSH
- A/R Payments.....ARP
- Corrections Receipts..... CRC
- Student Loans .....SLR
- Miscellaneous .....MDP

ENCUMBRANCE
- Encumbrance ..... ENC
- Corrections ..... ENX
- *Salary Encumbrance.....SEN
- *Salary Savings.....SSV

FORM 500's
- Salary and Budget Interface ..... BUSZ

IDT'S
- Regular ..... IDT
- Gift Fees .....FEE
- Interpart IDT's .....IDP
- Corrections ..... IDC
- Interface IDT's..... DEPT CODE (PHPLxx)
- Visa/MC Charges .....VMC

JOURNAL ENTRIES
- Regular .....JEN
- Amortization..... ATZ
- Corrections ..... JEC
- Payroll .....JPR
- Investments..... JIN
- Investments Corrections .....JIC

PAYABLES
- *Acct Payable-Check ..... APC
- *Acct Payable-Voucher ..... APV

***SUSPENSE**.....SUS

VOUCHERS
- Travel ..... TRV
- Purchase ..... PRV
- Fee .....FEE
- Prepaid Vouchers .....PPV
- GL Checks.....GLV
- Corrections-Travel..... TRC
- Corrections-Purchase..... PVC
- Void Checks .....VCH
- Delete Vouchers .....DEV
- *Housing Interface.....HSG
- *SIMS Interface .....SIMS
- Investment Purchase.....INP
- Miscellaneous..... MDS
- *Payroll Vouchers..... PAY
- Corrections-Payroll .....CPR
- Revolving Receivable.....RRP

FAMIS Reference Codes

Currently, there are four different reference codes used in FAMIS. Specific transactions are associated with these codes. Each transaction code is identified below, along with related transactions. Samples of Screen 23 have been used to show each reference code with related transactions.

REFERENCE # 1

FIELD	# TYPE	CODE	RELATED TRANSACTIONS
REF 1	Doc #	05x	Encumbrances, Vouchers, Credit Memos, Prepaid Vouchers, Prepaid Credit Memos, Revolving Vouchers, Revolving Prepaid Vouchers, Change Source of Funds, Multi Vendor Vouchers (SL & GL)
	Budget #	02x	Budgets (SL)
	Beg Balance #	098	Beginning Balance (GL)
	AFR #	060	AFR Entries/Reversals (SL & GL)

```
 023 Transaction Inquiry by Account                          05/12/03 17:19
                      PROTEIN CHEMISTRY LABORATORY            FY 2003 CC 02
  Screen: ___  Account: 271020 ____  Ref: 1  Direct/Indirect: D
                                          Bank Option: N
 Sbcd TC   Ref 1  Date  Description            Amount      I BatRef Offset Acct
 ---- --- ------- ----- ------------------ -------------- - ------ -----------
 0001 022         02/12 TRSF FM OVERREALIZ      35,274.73-   BJNX03 271020 1000
 0292 061         09/30 PCL MINI COURSE/BI         200.00-   IDT338 133518 5640
 0292 061         10/09 ID PAGE MINI COURS         200.00-   IDT317 186180 5654
 0292 061         11/04 PCL MINI COURSE/BI         600.00-   IDT300 158044 5654
 0292 065         01/15 BIOLOGY                  1,000.00-   ARS697 027102 1300
 0594 061         10/21 PROTEIN CHEM LAB/B       4,400.00-   IDT342 510100 5654
 0594 062         10/18 SALES                    7,954.00-   DDP429 001004 1610
 0594 062         10/23 SALES                      300.00-   DDP455 001004 1610
 0594 062         10/23 SALES                      300.00-   DDP455 001004 1610
 0594 062         10/25 SALES                      340.00-   DDP476 001004 1610
 0594 062         10/31 SALES                    1,350.00-   DDP312 001004 1610
 0594 062         11/05 SALES                    1,000.00-   DDP326 001004 1610
 0594 062         11/07 SALES                    1,350.00-   DDP342 001004 1610
 0594 062         11/14 SALES                      800.00-   DDP389 001004 1610
                          * Continued *
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp             View              DLoad Left  Right
```

REFERENCE # 2

FIELD	# TYPE	CODE	RELATED TRANSACTIONS
REF 2	Voucher #	068	Disbursements, Vouchers, Credit Memos, Prepaid Vouchers, Prepaid Credit Memos, Revolving Vouchers, Change Source of Funds, Multi-Vendor Vouchers, Revolving Prepaid Vouchers
	Bill # or Receipt #	030 061	Interdepartmental Transfers, Receipts
	A/R Invoice		A/R Addt'l Line Item Entry, A/R Line Item Adjust, A/R Line Item Payment
	Doc #	05x	Encumbrance (SL)
	Doc #	060	AFR Entries/Reversals (SL & GL)

```
 023 Transaction Inquiry by Account                              05/12/03 17:20
                      PROTEIN CHEMISTRY LABORATORY                FY 2003 CC 02
 Screen: ___  Account: 271020 ____  Ref: 2  Direct/Indirect: D
                                         Bank Option: N
Sbcd TC   Ref 2  Date  Description            Amount      I BatRef Offset Acct
---- --- ------- ----- ------------------ -------------- - ------ -----------
0001 022 BU1936  02/12 TRSF FM OVERREALIZ      35,274.73-   BJNX03 271020 1000
0292 061 0490245 09/30 PCL MINI COURSE/BI         200.00-   IDT338 133518 5640
0292 061 0490246 10/09 ID PAGE MINI COURS         200.00-   IDT317 186180 5654
0292 061 0490260 11/04 PCL MINI COURSE/BI         600.00-   IDT300 158044 5654
0292 065 A420893 01/15 BIOLOGY                  1,000.00-   ARS697 027102 1300
0594 061 0490250 10/21 PROTEIN CHEM LAB/B       4,400.00-   IDT342 510100 5654
0594 062 0490251 10/18 SALES                    7,954.00-   DDP429 001004 1610
0594 062 0490253 10/23 SALES                      300.00-   DDP455 001004 1610
0594 062 0490252 10/23 SALES                      300.00-   DDP455 001004 1610
0594 062 0490254 10/25 SALES                      340.00-   DDP476 001004 1610
0594 062 0490256 10/31 SALES                    1,350.00-   DDP312 001004 1610
0594 062 0490262 11/05 SALES                    1,000.00-   DDP326 001004 1610
0594 062 0490264 11/07 SALES                    1,350.00-   DDP342 001004 1610
0594 062 0490266 11/14 SALES                      800.00-   DDP389 001004 1610
                            * Continued *
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp             View              DLoad Left  Right
```

REFERENCE # 3

Field	Auto or Manual	# Type	Code	Related Transactions
REF 3	A	AP Check #	04x	AP Disbursements (GL)
			068	Prepaid Vouchers
	M	Teller #	03x	Receipts
		(If manually entered)	04x	Disbursements

```
 023 Transaction Inquiry by Account                              05/12/03 17:23
                          PROTEIN CHEMISTRY LABORATORY            FY 2003 CC 02
  Screen: ___  Account: 271020 ____  Ref: 3  Direct/Indirect: D
                                          Bank Option: N
Sbcd TC   Ref 3  Date  Description          Amount      I BatRef Offset Acct
---- --- ------- ----- ------------------ ------------- - ------ ------------
0594 062 1PW1114 11/14 SALES                  1,105.00-   DDP389 001004 1610
0594 062 1PW1122 11/22 SALES RECEIPTS         1,015.00-   DDP301 001004 1610
0594 061         12/10 CHEM LAB/VAPH            160.00-   IDT314 144002 5670
0594 062 1PW1206 12/06 SALES                     75.00-   DDP348 001004 1610
0594 062 1PW1206 12/06 SALES                  3,045.00-   DDP348 001004 1610
0594 061         12/11 PROTIEN CHEM LAB/B        300.00-   IDT325 144006 5654
0594 062 1PW1212 12/12 SALES                  4,778.00-   DDP389 001004 1610
0594 062 1 1218  12/18 SALES                    325.00-   DDP301 001004 1610
0594 062 1PW0103 01/03 SALES                  1,225.00-   DDP314 001004 1610
0594 062 1PW0115 01/15 SALES                  1,652.73-   DDP396 001004 1610
0594 062 1PW0115 01/15 SALES                    100.00-   DDP396 001004 1610
0594 062 1PW0115 01/15 SALES                  1,400.00-   DDP396 001004 1610
0594 062 1PW0115 01/15 SALES                    300.00-   DDP396 001004 1610
0594 061         01/28 PROTEIN CHEM LAB/B     2,400.00-   IDT339 144013 5654
                            * Continued *
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp             View              DLoad Left  Right
```

REFERENCE # 4

Field	# Type	Code	Related Transactions
REF 4	Dept #	068	Vouchers, Credit Memo, Prepaid Vouchers, Prepaid Credit Memos, Revolving Prepaid Vouchers, Change Source of Funds, Multi-Vendor Vouchers
	A/R Payment Check #	022	A/R Additional Line Item Entry, A/R Line Item Adjust, A/R Line Item Payment
		060	AFR Entries/Reversals (SL & GL)

```
  023 Transaction Inquiry by Account                          05/12/03 17:22
                        PROTEIN CHEMISTRY LABORATORY           FY 2003 CC 02
   Screen: ___  Account: 271020 ____  Ref: 4  Direct/Indirect: D
                                          Bank Option: N
  Sbcd TC   Ref 4  Date  Description          Amount      I BatRef Offset Acct
  ---- --- ------- ----- ------------------ ------------- - ------ -----------
  4010 054 72.10   12/19 TEXAS AGRICULTURAL         25.30  D 6662EB
  4010 068 7352    01/08 OFFICE DEPOT              25.28  F PVP947 027102 2100
  4010 068 72.10   01/08 TEXAS AGRICULTURAL         25.30  F PVP947 027102 2100
  4010 054 8245    02/27 OFFICE DEPOT             113.19  D 6662EB
  4010 068 8245    03/10 OFFICE DEPOT             113.19  F PVP989 027102 2100
  4010 054 8680    04/24 TEXAS AGRICULTURAL          7.59  D 6662EB
  4010 068 8680    04/28 TEXAS AGRICULTURAL          7.59  F PVP022 027102 2100
  4010 054 8462    05/09 OFFICE DEPOT                1.29  D 0682JP
  4013 057 AFRENC  08/31 FY00 ENCUMB             1,356.00  D ENCZ05
  4013 054 7152    09/04 AMERSHAM BIOSCIENC        390.00  D 6662EB
  4013 068 7152    09/10 AMERSHAM BIOSCIENC        390.00  F PVP871 027102 2100
  4013 054 7280    09/25 THERMO SAVANT              78.89  D 6662EB
  4013 050 AFRENC  09/01 REVERSE AFR ENCUMB      1,356.00- C RENC01
  4013 068 7280    09/30 THERMO SAVANT              78.89  F PVP886 027102 2100
                              * Continued *
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp            View              DLoad Left  Right
```

Glossary

A

ABR — See Automatic Budget Reallocation.

ABR Pool Table — A user-defined table assigning rules for budget pools and the subcode ranges participating in each pool.

Account — A functional unit, identified by an account ID that serves a particular accounting purpose where one person has primary responsibility for it. Accounts include balance sheets (GL) and revenue/expenditure accounts (SL). A building (in the Plant Funds area) is an example of a General Ledger account and the President's Office is an example of a Subsidiary Ledger account.

Account Control — The last four digits in the ten-digit account number for a General Ledger account. The account control designates a specific asset, liability, fund balance, fund addition, fund deduction or summary control.

Account ID — A 6-digit number Identification number for an account.

Account Number — A 10-position ID within the master file of the Financial Accounting System. The first 6 positions identify the specific account while the last four positions identify the account control for a balance sheet account (GL) and the object code for a revenue or expenditure account (SL).

Accounts Payable — An application of the Financial Records System. AP processes vendor payments and keeps track of financial activity involving vendors.

Action/Context Line — The screen line (usually fourth from the top) or lines where the screen to be accessed and the key of the data to be addressed are input and displayed.

Alias — A commonly used name for a customer, other than the formal customer name (primary name) that prints on the check. The Purchasing System also offers a commodity alias name and permits you to define any number of alias names, once a vendor has been created.

AP — See Accounts Payable.

Attributes — Descriptive data associated with a record. Examples are school, department, function, name and responsible person. Attributes support a variety of sophisticated reporting techniques.

Automatic Budget Reallocation (ABR) — When transactions are entered, a process by which the system automatically transfers budget dollars from predefined budget pools to specific object codes.

B

Bank Transfer A movement of cash from one bank account to another. This allows expenditures at specific object codes to share in a single pool of money.

Batch/Session A collection of related transactions input to the system with a header record and control totals, usually prepared by one person or subsystem feed.

Batch Interface A type of interface where one system generates transactions to be batched for input into another system.

BBA See Budget Balance Available.

Budget A plan of revenue and expenditures for an accounting period expressed in monetary terms.

Budget Balance Available (BBA) That portion of budget funds that is unspent and unencumbered.

Budget Pool A budget summarized at significant levels of revenue or expense. A single pool of money defines for use by specific object codes.

C

Cash Coins, currency, checks, and anything else a bank will accept for immediate deposit.

Cash Disbursement A non-vouchered payment for goods received, services rendered, reduction of debt or purchase of other assets.

Cash Receipt Cash received from cash sales, collections on accounts receivable and sale of other assets.

Chart of Accounts A listing, at the 6-digit level, of all account numbers within the Financial Accounting System.

Check Override The capability to bypass, on an individual-voucher basis, controls that were previously set for all vouchers.

Claim-On-Cash The share of ownership that an account has in the institution's Moines.

Clearing Account A temporary summary account (such as a payroll account) which is periodically set to zero.

COA See Chart of Accounts.

Compound Journal Entry A two-sided transaction that posts debits and credits.

Context The information that identifies the record being displayed or to be displayed by the system.

Credit Memo The reduction of a payable previously paid or still open. A credit memo may result from overpayment, overbilling, or the return of goods.

Cycle Two or more programs that are run in a specific sequence.

D

Data Data are representations, such as characters, to which meaning might be assigned. They provide information and can be used to control or influence a process. This term is not synonymous with information. Information is data to which meaning has been assigned.

Database The collected information that is accessible to the computer for processing.

Data Control The tracking of input, processing and output, and the comparing of actual results to expected results in order to verify accuracy.

Data Element HELP An on-line feature which assists the user by providing immediate information about any particular field on a screen.

Data Entry A means for adding information into the system.

Default The value that the system will assign if no other value is entered.

Delete Flag A data element whose condition signifies that a document will be permanently removed from the database during the next archive cycle.

Diagnostic Message HELP An on-line feature which assists the user with data entry by providing an explanation of a message and the appropriate action to take.

Diagnostics The messages that describe the results of processing. These messages may indicate an error and provide information about a process by noting what action to take to correct the error.

Digit 3 of TC The third digit of the Transaction Code (Entry Code) which specifies the type of transaction.

Discount Account The account credited for discounts taken by the system when a check is written.

Discount Table A table containing user-defined values representing discount terms for vendors.

Dollar Data A record of the dollar amount and the type of financial transactions posted to an account.

Dollar Limit A code used in Accounts Payable to specify a check amount. If the amount of a vendor's check is greater than this value, the check will not be generated.

Drop Flag A data element whose condition signifies that a document is to be removed from the database immediately.

E

Encumbrance An obligation incurred in the form of a purchase order or contract. Also referred to as an open commitment.

Endowment Funds received by an institution from a donor who specifies the condition that the principal not be spent.

Endowment Income The income generated by investing the principal of an Endowment Fund.

Entry Code The initial three-digit code on a transaction that denotes the transaction type. This code, which is mandatory for all FRS transactions, may be predefined by the system. It is also known as the Transaction Code.

F

FA See Financial Accounting.

Feed Transactions from other systems that are transferred to the Financial Records System.

Field That part of a control record, transaction or screen established for displaying or entering information.

File A storage area established within a computer system or database for the purpose of organizing similar kinds of data.

Financial Accounting (FA) A Financial Records System application that balances the General and Subsidiary ledgers while providing a complete audit trail of all transactions.

Financial Records System (FRS) A system that supports the financial record-keeping and reporting of a college or university.

Financial Transaction An entry made to the system to record information.

Flag A data element used to set controls or conditions on a process or program.

Freeze Flag A data element whose condition signifies that new transactions cannot be posted. This includes no feeds or invoice postings for this document.

FRS See Financial Records System.

Fund An accounting entity (a 6-digit GL account) with a self-balancing set of 10-digit accounts for recording assets, liabilities, a fund balance and changes in the balance.

Fund Balance The equity of a fund (the difference between assets and liabilities).

Fund Group A related collection of funds (6-digit GL accounts). Examples include Current Unrestricted, Current Restricted, Loan, Endowment, Annuity and Life Income, Plant, and Agency.

Fund Group ID A one-digit identification number representing the fund group with which an account is associated.

Fund Transfer A movement of dollars from one fund balance to another.

G

General Ledger (GL) A balance sheet account for the institution. All GL account numbers begin with '0' (zero).

GL See General Ledger.

GL/SL Relationships User-defined structures relating Subsidiary Ledger revenue/expense accounts to General Ledger fund accounts.

Global Subcode Edit (GSE) A system edit which checks each new 10-digit account against a table which specifies valid combinations of 6-digit accounts and subcodes.

GSE See Global Subcode Edit.

H

Header That portion of a Purchasing document containing basic information such as the document's number, the date and amount.

I

Indirect Updating The automatic posting of real dollar activity to a GL Balance Sheet account as a result of a direct transaction.

Inquiry Screen A screen which only displays information and cannot be used for entering data.

Interface A communication link between data processing systems or parts of systems that permits sharing of information.

Interfund Borrowing The transfer of an asset or liability from one fund to another.

J

JCL See Job Control Language.

Job Control Language A problem-oriented language, used in IBM that expresses the statements of a processing job. It is also used to identify the job or describe its requirements, usually to an operating system.

Journal Entry A non-cash transfer of dollars between two or more accounts.

L

Ledger A collection of account records for an organization. FRS contains two ledgers: the GL (balance sheet) and the SL (revenue and expense). See also General Ledger and Subsidiary Ledger.

Liability Account In AP, a GL account that is credited for the liability when a voucher is processed. Any GL account that accepts a transaction creating a liability.

M

Map Code A five-digit attribute code in an SL account indicating the GL Fund ID to which it relates.

Memo Bank Account An account that represents the balances of deposits for operating accounts.

Menu A screen containing a list of available processes, screens or other menus.

N

Name Rotation A feature that allows users to print a vendor name in one format on checks and then rotate it to another format for sorting on reports on on-line searching.

O

Object Code A four-digit number identifying specific items of revenue/expense.

P

Parameter A variable that is assigned a constant value for a specific purpose or process. It provides the user with defined choices for report selection, processing or output requirements.

R

Regular Order A type or purchase order that denotes a typical order.

Remit-To Address The address to which the check for goods and/or services rendered will be sent.

Requisition A type of document that internally requests goods and/or services to be acquired. It must be authorized before being converted to a purchase order.

Retention Months A data element defined when creating a vendor. This indicates the number of months a vendor is to be maintained on file after all outstanding items have been paid or reconciled.

S

6-Digit Account For GL: An entity which consists of a self-balancing accounts.
For SL: An entity of revenues and/or expenses.

Screen HELP An on-line feature that assists the user with data entry by providing information on the purpose and operation of a particular screen.

Secondary Vendor The vendor record holding the multiple addresses that are used periodically, as opposed to the primary address.

Session A control mechanism to track real-time posting of a group of financial transactions is order to provide an audit trail.

SL See Subsidiary Ledger.

Split Encumbrance An encumbrance which applies to several accounts.

Standing Order A type of purchase order used for reoccurring services like those provided by the telephone and electric companies.

Subcode Four digits appended to the account ID to identify attributes and dollar records within an account.

Subsidiary Ledger Revenue and expenditure accounts for the institution. All SL account numbers begin with a ledger number of 1 through 9.

Suspense Account A GL clearing account reflecting real dollar activity directed to the Suspense File.

T

1099 Vendor A vendor (usually a consultant or professional service hired by an institution) whose payments must be reported to the IRS on Form 1099.

1099 Voucher A voucher that must be reported to the IRS on Form 1099.

10-Digit Account The six-digit account ID combined with the four-digit subcode, *i.e.* an account control or object code..

Tax Code A code that identifies a record in the PO Tax Table (for the Purchasing System) and in the Tax Currency Table (for Accounts Payable). The code must be the same for both tables. This record contains the tax percentage and the tax liability account to be used.

Tax ID A Social Security Number or Federal Employer Identification Number that is available for 1099-report preparation.

Taxes An additional charge on the acquisition of goods which is imposed by the taxing authority and should be paid with the invoice.

Temporary Vendor A vendor from whom only one purchase or service is required. No further transactions, for this vendor, are expected.

Transaction Code A three-digit code that uniquely identifies a transaction type and determines editing criteria and dollar fields to be updated.

U

Update Screen A screen that allows a user to enter data for updating the files.

V

Valid Value A value of a data element that has been defined for input.

Vendor A provider of goods and/or services.

Vendor Addresses See Order-From Addresses and Remit-To Addresses.

Vendor File A record of all attributes, dollar data, and control information for all vendors.

t:\fa\doc\manuals\wrkinprcs/ap0008.doc
08/09/2000 jac
10/16/01 klp
1/24/02 jac
05/14/03 jac